REQUEST FOR QUOTATIONS (RFQ)

GOODS		**SERVICE**	**X**

DESCRIPTION:	Appointment of a suitably qualified service provider for Servicing and Maintenance of Standby Generators at the South African Astronomical Observatory in the Western Cape and Northern Cape for a period of 36 months.
RFQ NUMBER:	**NRF/SAAO/RFQ/120200**
DATE ISSUED:	05 November 2026
CLOSING DATE AND TIME:	20 November 2026 at 16:00 pm
QUOTATIONS TO BE SUBMITTED TO:	scm@saao.ac.za
PREFERENCE POINTS SYSTEM:	80/20
DELIVERY INFORMATION	
LOCATION:	Location 1, SAAO, 1 Observatory Road Observatory Cape Town 7925 Location 2 SAAO, Old Fraserburg Road Sutherland Northern Cape 6920
LEAD TIME (purchase order date)	As and when required

Enquiries relating to bidding procedures may be directed to:		**Technical enquiries may be directed to:**	
Contact person:	SCM	**Contact person:**	Basil Hoffman
E- Mail address:	scm@saao.ac.za	**E- Mail address:**	bhoffman@saao.ac.za

Telephone No:	021 201 1634	**Telephone No:**	023 100 0167

SUPPLIER INFORMATION					
Name of Bidder Name:					
Street Address:					
Telephone Number					
Code		Number			
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		**OR**	Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. ❑ Yes ❑No		**B-BBEE Status Level Sworn Affidavit**	Tick Applicable Box. ❑ Yes ❑No	
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]					
Are you the accredited representative in South Africa for the goods/services/works offered?	❑ Yes ❑No [If yes enclose proof]		**Are you a foreign-based supplier for the goods/services/works offered?**	❑ Yes ❑No [If yes, answer the questionnaire below]	

Is the entity a resident of the Republic of South Africa (RSA)?	❑ Yes ❑No
Does the entity have a branch in the RSA?	❑ Yes ❑No
Does the entity have a permanent establishment in the RSA?	❑ Yes ❑No
Does the entity have any source of income in the RSA?	❑ Yes ❑No
Is the entity liable in the RSA for any form of taxation?	❑ Yes ❑No

If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).

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 (PFMA). The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the Auditor-General of South Africa (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.

1.1. INTRODUCTION TO THE BUSINESS UNIT (SAAO) RESPONSIBLE FOR THIS RFQ

The South African Astronomical Observatory (SAAO) is a facility of the National Research Foundation and is the national centre for optical and infrared astronomy in South Africa. Its prime function is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility and by promoting astronomy and astrophysics in Southern Africa.

2. SUPPLY SPECIFICATIONS

SAAO invites the submission of quotations for the following:

Appointment of an accredited electro-mechanical service provider for the inspection, repair, installation, maintenance and servicing of four (4) standby generators, comprising two (2) generators in Cape Town and two (2) generators at the Sutherland site.

The SAAO wishes to appoint a capable and experienced service provider to render professional generator maintenance, repair, testing and installation services to ensure continuous and uninterrupted electricity supply during power outages, at the respective sites for a period of thirty-six (36) months.

2.1 PURPOSE

- To define the minimum requirements for the inspection, preventive maintenance, testing, repair, and reporting of standby diesel generators to ensure safe, reliable and efficient operation in accordance with manufacturer specifications and industry best practices.

2.2 GENERAL CONDITIONS AND INFORMATION:

- The successful bidder shall provide all labour, test equipment, tools, replacement parts (where applicable), supervision and technical expertise necessary to ensure the reliable operation of the standby generators throughout the contract period.
- In cases where the required materials are sourced from a third party, proof of the third-party quotation must be provided.
- In addition to scheduled periodic maintenance, services may be required on an as-and-when-required basis to ensure that the generators remain in optimal working condition.
- In the event of mechanical or electrical breakdowns, the service provider shall conduct a comprehensive assessment of the required scope of work, including all necessary parts and resources, and shall ensure that the generators are restored to full operational capacity within the shortest practicable timeframe.
- All parts, components and materials required for the execution of services, repairs or maintenance shall be genuine Original Equipment Manufacturer (OEM) parts. No aftermarket, substitute or refurbished parts will be accepted.
- The service provider shall ensure that generator maintenance and emergency support services are available to SAAO on a 24-hour basis, seven (7) days per week, 365 days per year, including weekends and public holidays.

- Prior to commencement of any maintenance or repair work, the service provider shall submit a detailed quotation to SAAO for approval. The quotation must include an itemised cost breakdown of all required parts, labour, consumables, call-out fees and any other applicable charges. Work may only proceed upon receipt of an official purchase order issued by SAAO in accordance with the approved quotation.
- Any variations to the quotation or additional work must first be clarified and agreed upon by both the SAAO and the contractor before commencement of such work.
- The contractor shall comply with the call-out and emergency response times stipulated in the scope of work below. Failure to meet these requirements may expose SAAO to operational risk, including potential damage to critical equipment as well as instruments, and may result in the application of predetermined penalties or performance deductions.
    - The service provider shall provide a job card disclosing the following:
        - Date
        - Start time and end time
        - Specific site where work was completed.
        - Type of work completed as well as parts used
        - Kilometres travelled.
        - Include artisan/technician details and signature
        - Generator hours and next service date.
        - Pictures of the units/components that were worked on.

2.3 SCOPE OF WORK

The successful bidder will be required to perform the following services inclusive of but not limited to the list below:

- Conduct a comprehensive inspection of the generators, engines, alternators, control panels, battery condition and associated equipment.
- Perform software updates on controllers when needed.
- Attend to breakdowns as and when they arise.
- Ensure (Deep Sea Electronic) DSE gateway devices are updated to latest firmware to remain supported.
- Perform scheduled preventative maintenance in accordance with the manufacturer's instructions and recommendations.
- Change oil filters, fuel filters, air filters, water/fuel separators and engine oil as needed.

- Inspect, top-up or replace engine coolant and associated fluids where necessary.
- Examine battery condition, charging system, electrolyte levels, terminals and cables.
- Check for abnormal vibration, noise, smoke or leaks.
- Check emergency stop function.
- Check fuel tank, seals, pumps and pipe work.
- Record oil pressure, coolant temperature, engine speed and operating hours.
- Assess hoses, clamps, belts and cables for defects.
- Test the automatic transfer switches (ATS) and confirm correct operation.
- Conduct operational testing as well as load bank testing to confirm optimal generator operation pre or post servicing.
- Verify generator output voltage, frequency and overall performance
- Clean generators, enclosures and surrounding areas
- Provide a detailed service report outlining findings, maintenance completed, defects identified and recommendations
- Supply a quotation for any repairs or replacement parts required beyond routine maintenance.

2.4 GENERATOR SPECIFICATIONS FOR CAPE TOWN SITE

- Contractor to perform regular services, major services, repairs and maintenance on 250kVA – 550kVA standby generators.
- Conclude timely and efficient execution of work with minimum to no disruptions to SAAO business operations.

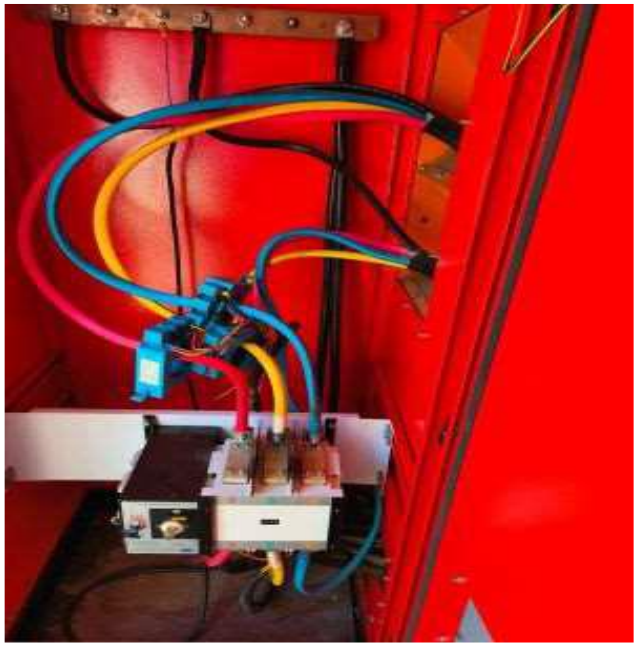
Generator 1

Company:	South African Astronomical Observatory
Site:	Observatory, Cape Town
Engine make and Model:	Cummins NTA - 855 - C
Engine Serial number:	10992879
Alternator make and model:	LEEROY SOMER TA316054
Alternator serial number:	53957/9
Controllers make and model:	SMARTGEN
Cape Town location:	1 Observatory Road, Observatory, Cape Town Western Cape, 7925

Generator 2

Company:	South African Astronomical Observatory
Site:	Observatory, Cape Town
Engine make and Model:	BAUDOUIN 6M16G6D0/S
Engine Serial number:	4924C001315
Alternator make and model:	LEROY-SOMER LSAP 45 L1
Alternator M/C No:	GS3L1 23 J 44502
Controllers make and model:	DSE 7320 MKII
Cape Town location:	1 Observatory Road, Observatory, Cape Town Western Cape, 7925

Images of Generator 1: Cape Town

Automatic Change Over Switch (ATS) - View within cabinet	

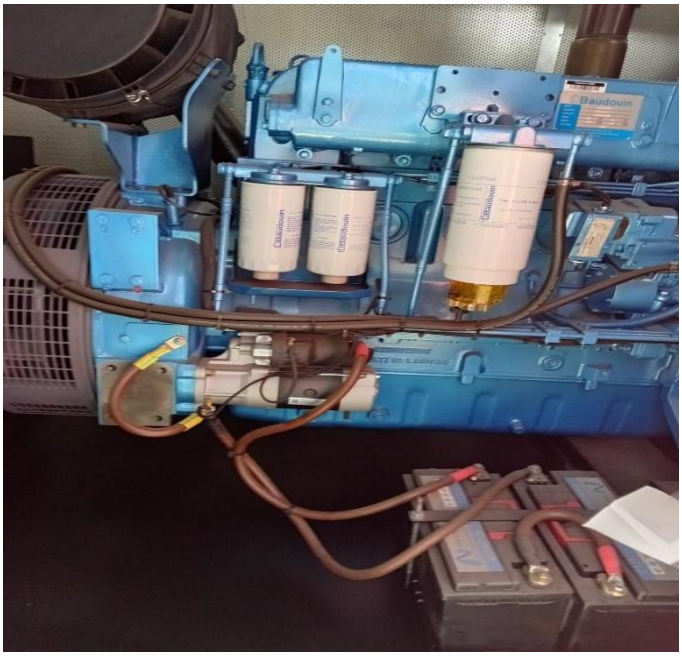
Existing Generator – View no. 1	

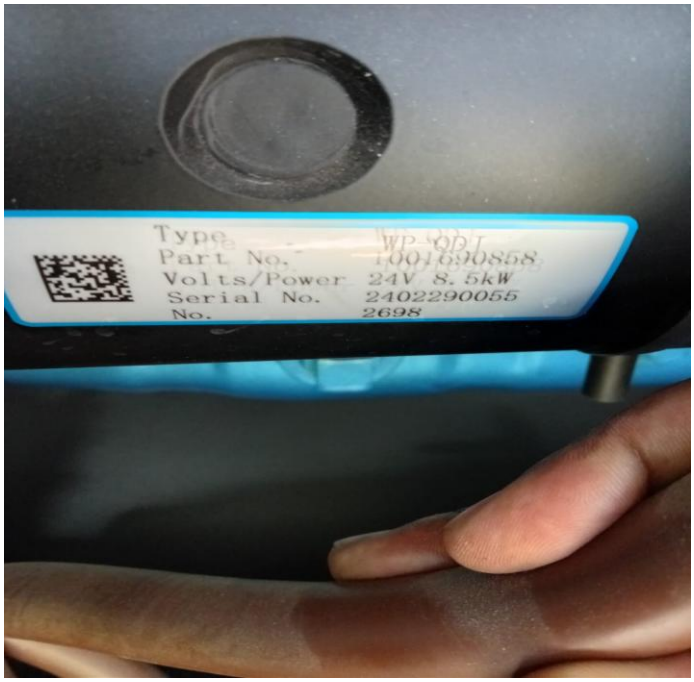
Generator Control Panel	

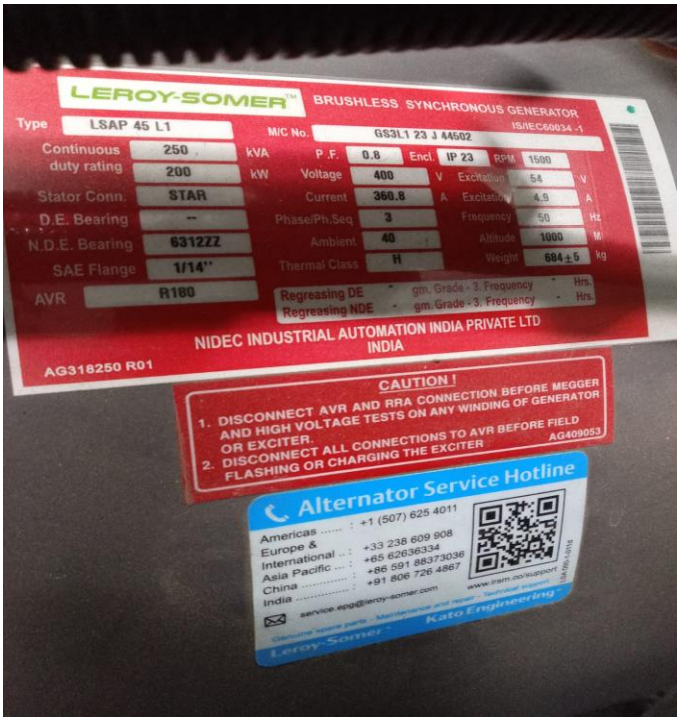
Generator Enclosure for Change Over Switch	

Existing Generator – View 2	
Existing Alternator Name Plate	

Images of Generator 2: Cape Town

Generator 2: View 1	
Generator nameplate: Make and model number	

Generator starter	
Generator Filter unit	

Alternator nameplate	
Generator controller unit	

2.5 GENERATOR SPECIFICATIONS FOR SUTHERLAND SITE

Generator 1: 550kVA Scania DC16/4310-24 S/No 1112883

Generator 2: 550kVA Scania DC164310-24 S/No 1045564

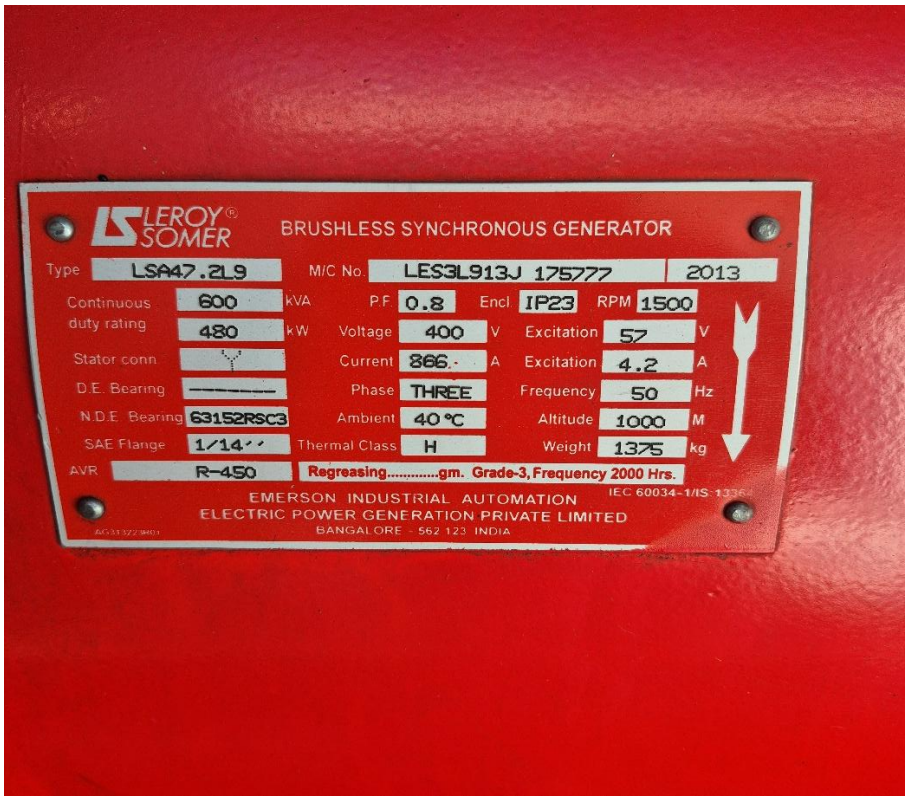
Generator 1

Company:	South African Astronomical Observatory
Site:	Sutherland, Northern Cape
Engine make and Model:	SCANIA DC16 43A
Engine Serial number:	1112883
Alternator make and model:	LEEROY SOMER LSA47.2L9
Alternator M/C No:	LES3L913J 175777 (2013)
Controllers make and model:	DSE (Deep Sea Electronics) 8610
Northern Cape Location:	Old Fraserburg Road, Sutherland, Northern Cape, 6920

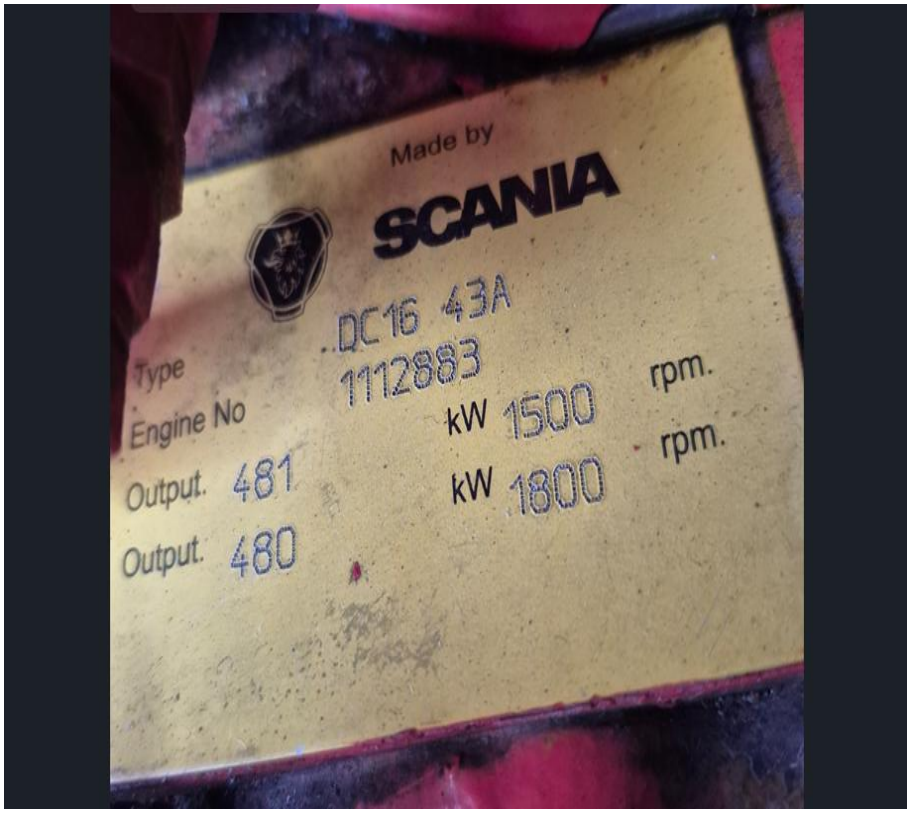
Generator 2

Company:	South African Astronomical Observatory
Site:	Sutherland, Northern Cape
Engine make and Model:	SCANIA DC16 43A 02P
Engine Serial number:	1045564
Alternator make and model:	ENGGA EG355L-500N
Alternator Serial No:	061996
Controllers make and model:	DSE (Deep Sea Electronics) 8610
Northern Cape Location:	Old Fraserburg Road, Sutherland, Northern Cape, 6920

Images of Generator 1: Sutherland

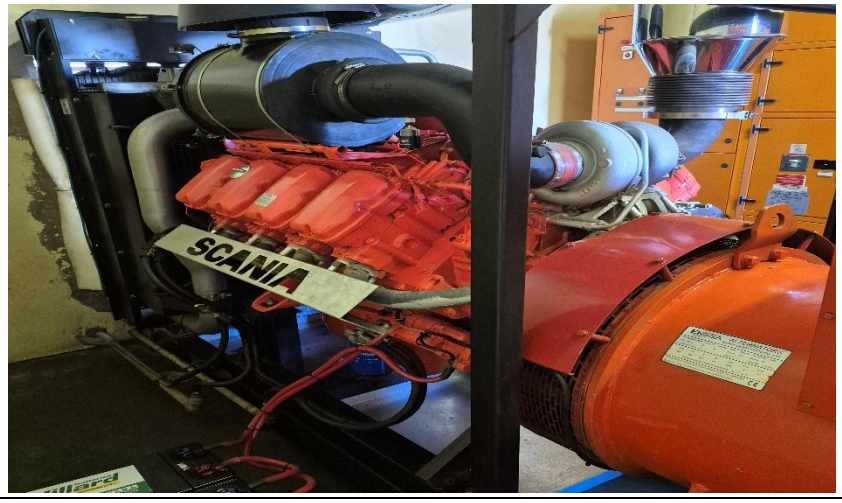
Generator 1 Air filter	
Generator 1 Name Plate	

Generator 1 controller	
Generator 1 Enclosure	

Generator 1 radiator, fan and engine	
Generator 1: Name Plate	

Images of Generator 2: Sutherland

Generator 2 - Alternator name plate	
Generator 2 - Air Filter	

Generator 2: View 1	
Generator 2: View 2	
Generator 2 controller	

Centralized Controller Unit - Generator 1 and Generator 2	

2.5 METHODOLOGY:

Routine maintenance shall be carried out on each generator on or before the applicable recommended operating hours or prescribed service intervals are reached. Upon completion of maintenance, all service indicators, alarms and fault notifications shall be reset. The Contractor shall provide general generator upkeep, including scheduled preventative maintenance, predictive maintenance, corrective maintenance and response to breakdowns. Following completion of the work, the Contractor shall simulate a power failure to verify that the generators and automatic changeover switches are fully operational.

Where practicable, the Contractor shall conduct a test run and/or dry run, including load testing where required, to confirm operational readiness. The Contractor shall record, at a minimum, the running hours, battery voltage, phase voltage, line voltage, frequency and volt-amperes during testing.

Repairs to any SAAO generator shall be undertaken urgently either as part of periodic maintenance or on an as-and-when-required basis. The Service Provider shall be responsible for the lawful removal and off-site disposal of all waste materials generated from the works, including used oil, filters, consumables and worn or defective parts, in accordance with applicable environmental, health and safety requirements.

2.5.1 Planning

Prior to each maintenance visit, the service provider shall:

- Review previous maintenance records and fault history.
- Schedule maintenance in consultation with the SAAO.
- Ensure that competent and suitably qualified technicians are assigned.
- Ensure all required tools, calibrated test equipment, spare parts, lubricants and consumables are available before commencement of work.

2.5.2 Safety requirements

The service provider shall:

- Perform a job safety analysis / risk assessment before commencement of work.
- Comply with the Occupational Health and Safety Act (Act 85 of 1993).
- Wear appropriate Personal Protective Equipment (PPE).
- Isolate equipment where required using approved Lock-Out/Tag-Out (LOTO) procedures.
- Ensure safe handling and disposal of oils, batteries, coolant, filters and contaminated materials.
-

2.5.3 Occupational Health and Safety requirements

Prior to commencing any work, and for the duration of the contract, the contractor shall submit and maintain the following health and safety documentation and controls:

- Submit and maintain an up-to-date Safety, Health, Environment and Quality (SHEQ) file to the SAAO for review prior to commencement of any work and for the duration of the contract.
- task-specific risk assessments and method statements approved before work commences;
- emergency procedures, safe work procedures and any applicable permits or approvals required for the works;
- appropriate personal protective equipment, protective clothing and fall-arrest equipment, where required, for all personnel performing the works.

2.6 Emergency breakdowns

All emergency maintenance call-outs shall be attended to promptly, safely, and effectively to minimize equipment downtime, reduce operational risks and restore normal operations within the required timeframes specified in the table below:

The service provider shall provide emergency call-out services:

- 24 hours per day, 7 days per week, 365 days per year.
- Remote technical support where possible.
- Temporary repairs where permanent repairs cannot be completed.
- On-site responses within the timeframe

Target times for Service Delivery:

Cape Town Site

Priority Level	**Definition**	**Time requirement / Response time**	**Deliverable / Outcome**
Emergency (P1)	Critical failure affecting safety or causing a complete loss of generating capacity resulting in a total loss of back-up power/electricity	Within 6 hours after notification	Work completed within 24 hours after the request were logged (subject to part and material availability)

Urgent (P2)	Fault affecting generator performance but not resulting in an immediate or total loss of generating capacity.	Within 10 hours after notification	Work completed within 48 hours after the request were logged (subject to parts and material availability)
Normal (P3)	Routine/periodic maintenance or non-critical faults that does not affect the immediate operation of the generator	Within 24 hours after notification	Work to be completed within ten (10) working days after request were logged (subject to parts and material availability)

Sutherland Site

Priority Level	**Definition**	**Time requirement / Response time**	**Deliverable / Outcome**
Emergency (P1)	Critical failure affecting safety or causing a complete loss of generating capacity resulting in a total loss of back-up power/electricity	Within 12 hours after notification	Work completed within 24 hours after the request were logged (subject to part and material availability)

Urgent (P2)	Fault affecting generator performance but not resulting in an immediate or total loss of generating capacity.	Within 18 hours after notification	Work completed within 48 hours after the request were logged (subject to parts and material availability)
Normal (P3)	Routine/periodic maintenance or non-critical faults that does not affect the immediate operation of the generator	Within 48 hours after notification	Work to be completed within ten (10) working days after request were logged (subject to parts and material availability)

2.7 Performance Standard

The contractor shall:

- Meet or exceed the call-out response times specified in the emergency breakdown table.
- Restore equipment to a safe and operational condition as quickly as reasonably practicable.
- Keep the designated SAAO representative informed throughout the repair process.
- Record all maintenance activities for contract performance monitoring.

Failure to meet the stipulated response times may result in:

- **The application of contractual performance measures or penalties.**
- **Termination of the contract for persistent non-performance in accordance with contract conditions.**

PERFORMANCE FAILURE	PENALTY/PERFORMANCE DEDUCTION
1. Non-performance /Missed scheduled appointments	5% deduction from submitted invoice.
2. Non-performance / Missed scheduled appointments for the second time.	10% deductions form submitted invoice for the second time.
3. Non-performance / Missed scheduled appointments for the third time.	Termination for the contract

2.8 Quality assurance

The service provider shall operate an effective quality management system that include:

- Calibrated test equipment.
- Competent and qualified employees for SAAO commitments.
- Adherence and compliance with manufacturer service requirements.
- Quality inspections after work completion.
- Continuous improvement initiatives and processes.

2.9 Acceptance Criteria

Service delivery shall be deemed satisfactory when:

- Generators start automatically and manually without errors.
- No leaks, alarms or vibrations are present.
- Automatic Transfer Switches (ATS) transfers properly under simulated mains failure.
- Rated voltage and frequency are within manufacturer's tolerances.
- The equipment is left in a safe, clean and fully operational state.
- All maintenance records have been submitted by the service provider and accepted by the SAAO.

3. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2	Specification evaluation and eligibility
Phase 3:	**80/20 preferential point system in terms of PPPR22** - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - **Specific goals***: relevant in accordance with the B-BBEE Codes of Good Practice and the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability*

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	**M**
Signed and completed SBD 3.1 form (pricing schedule)	**M**
Signed and completed SBD 4 form	**M** (=> R 2 000)
Signed and completed SBD 6.1 form	**M** (=> R 2 000)
Valid BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs	**O** (preference points will not be allocated if not submitted)
CIDB grading of **2 EB or 2 ME**	**M**
Bidder must submit a company profile that specialises in generator servicing, maintenance and repairs.	**M**

The company must have at least five (5) years of experience in providing generator maintenance services or repairs.	
Bidder must submit a valid COIDA Certificate (valid proof).	**M**
The bidder must submit a minimum of three (3) written reference letters for similar servicing and maintenance of standby generators. The reference letter must be within the last three (3) years, from 2023 to date. Reference letters must be on the client's company letterhead and signed. SAAO reserves the right to contact the references provided for clarification on any aspect of the reference submitted.	**M**
The bidder must submit qualifications of representatives: Artisan Electrician and Diesel mechanic or Millwright – Red seal trade tested.	**M**
The bidder must submit a current and valid public liability insurance minimum of R2 000 000	**M**

4. PRICING SCHEDULE – FIRM PRICES PURCHASES (SBD 3.1)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

IF YOUR PRICES ARE VARIABLE (SUBJECT TO CHANGE), PLEASE SPECIFY THE VARIABLES THAT WILL AFFECT THE PRICE.

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule below in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please submit separate quotation in company letter head

PART A

PART A (LABOUR) YEAR 1 - EXCLUDING VAT							
Item	**Description**	**Qty**	**Unit of Measure**	**Rate per Hour, Normal time**	**After Hour Rate Inclusive of Saturdays**	**Sunday and Public holiday Rate per Hour**	**Year One (1) Total Cost**
1.	Supervisor	1	Hr	R	R	R	R
2.	Technician/Artisan	1	Hr	R	R	R	R
3.	Assistant	1	Hr	R	R	R	R
4.	General worker	1	Hr	R	R	R	R
						SUB-TOTAL FOR YEAR 1	**R**

PART A (LABOUR) YEAR 2 - EXCLUDING VAT							
Item	**Description**	**Qty**	**Unit of Measure**	**Rate per Hour, Normal time**	**After Hour Rate Inclusive of Saturdays**	**Sunday and Public holiday Rate per Hour**	**Year One (1) Total Cost**
1.	Supervisor	1	Hr	R	R	R	R
2.	Technician/Artisan	1	Hr	R	R	R	R
3.	Assistant	1	Hr	R	R	R	R
4.	General worker	1	Hr	R	R	R	R
						SUB-TOTAL FOR YEAR 2	**R**

PART A (LABOUR) YEAR 3 - EXCLUDING VAT							
Item	**Description**	**Qty**	**Unit of Measure**	**Rate per Hour, Normal time**	**After Hour Rate Inclusive of Saturdays**	**Sunday and Public holiday Rate per Hour**	**Year One (1) Total Cost**
1.	Supervisor	1	Hr	R	R	R	R
2.	Technician/Artisan	1	Hr	R	R	R	R
3.	Assistant	1	Hr	R	R	R	R
4.	General worker	1	Hr	R	R	R	R
						SUB-TOTAL FOR YEAR 3	**R**

PART B

PART B -SAFETY, TRAVEL AND ACCOMODATION EXCLUDING VAT						
Item	**Description**	**Qty**	**Unit of Measure**	**Year One (1) Total Cost**	**Year Two (2) Total Cost**	**Year Three (3) Total Cost**
1.	SHEQ File (once off)	1	One file	R		
2.	Service Reports after each service completed	1	Per Report	R	R	R
3.	Travelling rates per in line with AA rate	1	Per Km	R	R	R
4.	Sutherland accommodation – Meals included	Per person	Per night	R	R	R
	SUB-TOTAL FOR EACH YEAR			**R**	**R**	**R**
1	**Mark-up percentage on materials for the duration of the contract.**	1	%			

FINAL BID PRICE SUMMARY

This is the important section to include at the end of the pricing schedule.

PRICING COMPONENT	SUB-TOTAL FOR YEAR 1. VAT	YEAR 1 VAT	TOTAL YEAR 1 INCL. VAT	SUB-TOTAL FOR YEAR 2 EXCL. VAT	YEAR 2 VAT	TOTAL YEAR 2 INCL. VAT	SUB-TOTAL FOR YEAR 3 EXCL. VAT	YEAR 3 VAT	TOTAL YEAR 3 INCL. VAT
Sum Part A – Labour	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___
Sum Part B – Safety, Travel & Accommodation	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___
FINAL ANNUAL BID TOTAL	R ___	R ___	**R ___**	R ___	R ___	**R ___**	R ___	R ___	**R ___**
FINAL SUM TOTAL FOR A AND B INCLUDING VAT	**R ____**								

5. BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

1) Price(s) quoted must be valid for at least (60) days from date of your offer.
2) Price(s) quoted must be inclusive of VAT, if applicable.
3) The bidder is required to submit:
   a) Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
   b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
   c) A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
4) **No award will be made to a service provider who is not registered on CSD**. To register https://secure.csd.gov.za/.
5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
8) SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.
9) This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
10) **Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered**. (**No Pre- Payment allowed).**
11) **Where supplier terms and conditions are different from SAAO set terms and conditions, set terms and conditions must be mutually agreed upon. Otherwise, the National Treasury General Conditions of Contract (GCC) will govern.**

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state?

YES/NO

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

Full Name	**Identity Number**	**Name of State institution**

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:

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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.

……
……

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.

3.5 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.

3.6 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.

3.7 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

SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer* must submit Proof of B-BBEE Certificate or Sworn Affidavit.**

Specific Goals	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contribution 1 to 3	8	
B-BBEE Status Level of Contribution 4 to 6	6	
B-BBEE Status Level of Contribution 7 to 8	2	
Supplier that is at least 51% Black-owned	3	
Supplier that is at least 51% Black female-owned	3	
Supplier that is at least 51% Black youth-owned	1	
Supplier that is at least 51% owned by People with Disabilities	1	
EME or QSE	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of

company/firm…….

4.2. Company registration number: ……...

4.3. 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]

4.4. 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: .....
.....
.....
.....

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SAAO and the successful bidder. The contract is not attached, however is accessible on SAAO's website - https://www.saao.ac.za/tenders/

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SAAO in accordance with the ,conditions requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk.

My offer remains binding upon me and open for acceptance by SAAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).
I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder: