



SAAO

South African
Astronomical Observatory

INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

| | | | | | |
|-------------|-------|---------------|-------------|--------------|-------|
| BID NUMBER: | 81699 | CLOSING DATE: | 1 July 2020 | CLOSING TIME | 14:00 |
|-------------|-------|---------------|-------------|--------------|-------|

BID DESCRIPTION

Remedial work to ensure the correct operation of the main gate at the SAAO site in Observatory, Cape Town.

Preferential Procurement System Applicable (points for price: points for procurement preference): 80:20

BID DOCUMENTS ARE TO BE DEPOSITED AT:

| | |
|---|---|
| EITHER PHYSICALLY OR BY COURIER | ELECTRONICALLY |
| South African Astronomical Observatory Observatory Road (next to The River Club) Observatory Cape Town | bids@saa0.ac.za (Preferred) Only PDF submissions accepted. |

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person: Grant Southey
Tel: 021 447 0025
Email: bids@saa0.ac.za

Bidders should timeously deliver bids to the correct address. If the bid is late at the NRF address, it is not considered

All bids must be submitted on the official forms in this invitation (not to be re-typed) with additional information on attached supporting schedules

This bid is subject to the preferential procurement policy framework act and its 2011 regulations, the general conditions of contract (NRF website) and special conditions of contract as stipulated in this invitation.

THE FOLLOWING PARTICULARS MUST BE FURNISHED AS LEAD PAGE OF THE BID RESPONSE

| | | | | | |
|--------------------|--------------|----------------------|--------------------|---------------------|--------------|
| BID NUMBER: | 81699 | CLOSING DATE: | 1 July 2020 | CLOSING TIME | 11:00 |
|--------------------|--------------|----------------------|--------------------|---------------------|--------------|

NAME OF
BIDDER

REPRESENTED
BY

POSTAL
ADDRESS

PHYSICAL
ADDRESS

TELEPHONE
NUMBER

CODE

NUMBER

CELL PHONE
NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION
NUMBER

CSD REGISTRATION
NUMBER

MAAA

COMPANY
REGISTRATION
NUMBER

1. Background to the National Research Foundation and its business units

The National Research Foundation (“NRF”) is a juristic person established in terms of section 2 of the National Research Foundation Act, Act 23 of 1998 and a schedule 3A public entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programs to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

The **South African Astronomical Observatory (SAAO)** is the national centre for optical and infrared astronomy in South Africa. It is a facility of the National Research Foundation under the Department of Science and Technology. 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. SAAO headquarters are in the suburb of Observatory in Cape Town. The main telescopes used for research are located at the SAAO observing station near Sutherland in the Northern Cape, a 4-hour drive from Cape Town.

2. Scope of Work

The SAAO has a property in the suburb of Observatory, Cape Town. As part of the security for the site, it has an installation of an automatically operated gate. Due to recent issues experienced, The SAAO requires the services of a suitably qualified supplier to overhaul the installation and ensure that the gate operates reliably for a period of 12 months.

A site visit is allowed for potential bidders to evaluate the scope of work and allow for a comprehensive submission of pricing.

3. Specification

- 3.1. Ensure the integrity of conduiting enabling protection of all wires.
- 3.2. Replace wiring to and from all associated equipment including sensors, motors and remote receivers etc. All joints in cables must be electrically sound ie soldered or properly terminated.
- 3.3. Implement operation of the pedestrian gate with access control for opening. Currently an Improtech access control system is in operation. Including a camera and light at the pedestrian gate
- 3.4. Ensuring mechanical integrity of the gate structures (pedestrian and vehicle).
- 3.5. The vehicle gate must be manually operated with a remote control as well as a push button in the security office. Either must be pressed to open and to close the gate. The gate motor may require servicing. A safety beam to ensure the gate will not close when the path is obstructed.
- 3.6. The pedestrian gate must include a button to draw the security officer’s attention. The button is to be positioned at the gate and annunciator inside the security office. A gate closer must close the gate. The gate must be activated via an electrical magnetic locking system.
- 3.7. A sensor to alert the security officer of a vehicle at the vehicle gate (outside of premises) must be restored or implemented.

- 3.8. Warranty of all work for the 12-month period. Any work excluded from the warranty must be declared explicitly in the submitted proposal.
- 3.9. All bidders must be registered on the Nation Treasury Centralised Supplier Database (CSD) and the bidder is responsible to ensure that their compliant status is maintained for the duration of the maintenance contract.

4. Local Content Requirements For Designated and Non-Designated Sectors

No local content has been specified for the supplies in this contract other than the contracted suppliers are required to be based locally in South Africa.

5. Evidence of Supply Capability (Technical Merit)

Bidders are required to provide a profile of themselves as well as **three (3)** written references detailing:

| Criteria | Poor | Good | Above Expectations |
|----------------------------------|------|------|--------------------|
| Professionalism | | | |
| Interpersonal skills | | | |
| Turn around / completion times | | | |
| Satisfaction with the work done. | | | |
| OVERALL | | | |

6. Contract Management

The award of this contract to the selected Service Provider establishes the contract between the NRF and the appointed Service Provider.

The contract is inclusive of potential downstream work as specified in this document where the nature and quantity of work is not determinable at the commencement of this contract. Such potential downstream work follows the process of a detailed quotation of the work required, evaluation of the work quotation received and, where necessary, request either further detail or negotiate on value of work quoted and the issue an official Purchase Order for the agreed work prior to the commencement of such work.

7. Contract Period

The contract will commence with immediate effect upon signing of Acceptance of Written Offer and will continue for a 24-month period.

8. Service Delivery Validation

A work certificate and the related report is validated by a NRF representatives prior to payment of final invoices. No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider are validated for payment. The NRF does not accept predating of invoices.

9. Payment Intervals

The NRF undertakes to pay **validated** invoices in full within thirty (30) days from the monthly statement date or on agreed payment intervals.

10. Pricing Schedule for the Duration of the Contract

(Standard Bidding Document 3.1 and 3.3)

NOTE Only firm prices will be accepted. Price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded

Detailed information is optional and is provided as annexures to the details provided below

Bid price in South African currency, foreign exchange risk is for the account of the bidder

Pricing is subject to the addition of Preference Points as stipulated in Section below - **Standard Bidding Document 6.1 Preference claim form**

OFFER TO BE VALID FOR 30 FROM THE CLOSING DATE OF BID.

The pricing schedule below must be completed and is only an indicative pricing schedule. Any work not contained in here but deemed necessary by the bidder must be added as a separate schedule appended to this submission.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

| ITEM NO | QUANTITY (unit of measure) | DESCRIPTION OF WORKS / GOODS / SERVICES | RATE/UNIT PRICE (per unit of measure) | BID/QUOTE PRICE |
|--------------|-------------------------------|---|--|-----------------|
| 1.1 | | Remedial work on vehicle entrance gate | | |
| 1.2 | | Commissioning pedestrian entrance gate | | |
| 1.3 | | Install & commission 3MP IP camera at pedestrian gate | | |
| TOTAL | | | | |

Rates for labour etc. This is for pricing during the 12-month contract

| | | | |
|-----|---|--|---|
| 2.1 | 1 | Rate of labour per hour / technical | |
| 2.2 | 1 | Rate of labour per hour / labourer | |
| 2.3 | 1 | Call out rates for work not included in warranty | |
| 2.4 | 1 | Increase on proven costs (Mark-up) | % |

B-BBEE STATUS LEVEL OF CONTRIBUTION

Level

Preference Points Claimed

| | | | |
|---|------|---------|--------------------|
| (Per SBD6.1 below) | | | |
| Detail price schedules attached | | Yes | No |
| Does the offer comply with the specification(s)? | | *YES/NO | |
| If not to specification, indicate deviation(s) in a separate attached schedule | | | |
| 11. Selection and Awarding of Contract | | | |
| This bid is evaluated through a two-stage process. | | | |
| 11.1. <u>Stage 1 – Selection of Qualified Bidders</u> | | | |
| Bidders bid response / submission is evaluated against the bid invitation specifications. | | | |
| Evaluation is made in accordance to published evaluation criteria and the scoring set. | | | |
| 11.2. <u>Stage 2 – Awarding of the Contract</u> | | | |
| Bidders are compared on a fair and equal basis considering all aspects of the proposals | | | |
| The award criterions are: | | | |
| <p>Price – with the lowest priced bid <u>on an equal and fair comparison basis</u> receiving the highest price score as set out in the 2011 Preference Regulations</p> <p>Preference – preference points as claimed in the preference claim form are added to the price ranking scores and the highest combined score is nominated for the contract award</p> <p>Administration - Contracts are awarded where bidders have supplied the relevant administrative documentation especially the tax certificate.</p> | | | |
| 11.3. <u>Qualifying Thresholds for Selection (Stage 1) Evaluation</u> | | | |
| Bids scoring less than the minimum threshold of 75% per each criterion and, where GO/NO GO scoring is applied, scores of “NO GO” are marked as failed and are not considered in the next stage of evaluation | | | |
| 12. Selection on Specifications and Technical / Functional Capabilities and Capacities | | | |
| Evaluation scoring for all criteria other than “GO/NO GO” are scored on the following basis: | | | |
| 0 | 1 | 2 | 3 |
| No Information to make assessment | Poor | Average | Meets Requirements |
| Exceeds Requirements | | | |
| Total Evaluation Score. = [Score x weighting x No of Evaluators] / [Maximum Score x 100 x No of Evaluators] | | | |

SELECTION CRITERIA

| NO. | ELEMENT | WEIGHT |
|-----|---------------------------------------|------------|
| 1 | Working knowledge of Improtech system | GO / NO GO |
| 2 | History of prior work & references | GO / NO GO |

13. NRF's Conditions of Contract

a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract, as issued by National Treasury, are part of this contractual agreement and are made available on the NRF Website (www.nrf.ac.za. Click on "Bids" and select "Call for Bids").

The conditions of contract stipulated in this bid invitation form part of the conditions of contract applying to this document.

b) NOT LIABLE FOR BID RESPONSE PREPARATION COSTS

The NRF is not be liable for any cost incurred by a service provider in the process of responding to this bid, including on-site presentations and the proposal a service provider may make and/or submit.

c) CANCELLATION PRIOR TO AWARDING

The NRF has the right to withdraw and cancel the bid.

d) LATE BIDS.

Bids submitted after the stipulated closing date (and time) is not considered.

e) COLLUSION, FRAUD AND CORRUPTION

Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

f) CONFIDENTIALITY

The successful bidder signs a general confidentiality agreement with the NRF.

g) VALIDITY PERIOD

The bid has a validity period of 150 days from date of closure of the bid.

h) VALIDATION OF SUBMITTED DOCUMENTATION

The NRF has the right to have any documentation submitted by the bidders inspected by another technical body or organisation.

i) PRESENTATIONS AND PROOF OF CONCEPT

The NRF has the right to call interviews / presentations / pitching sessions as well as proof of concept sessions with short-listed service providers before the final selection is done.

j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

All the information contained in this document is intended solely for the purposes of assisting bidders to prepare their bids. Any use of the information contained herein for other purpose than those stated in this document is prohibited.

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the bidder, both successful and unsuccessful, remains the property of the NRF

k) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF resides with the NRF.

SUPPLIER DUE DILIGENCE

13.1. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

the bidder is employed by the state; and/or

the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this bid.

Full Name of bidder or his or her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder², member):

Registration number of company, enterprise, close corporation, partnership agreement or trust:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors / YES/NO
members / shareholders

Are you or any person connected with the bidder presently employed by YES/NO
the state? If so, furnish the following particulars in an attached schedule:

Name of person/director/trustee/shareholder/member:

Name of state institution at which you or the person connected to the bidder is employed

Position occupied in the state institution

Any other particulars:

If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid YES/NO
document? If no, furnish reasons for non-submission of such proof as an attached schedule

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

Did you or your spouse, or any of the company's directors/ Trustees /shareholders /members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars as an attached schedule:

YES/NO

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars as an attached schedule.

YES/NO

Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars as an attached schedule:

YES/NO

Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule:

YES/NO

13.2. **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (STANDARD BIDDING DOCUMENT 8)**

| Item | Question | Yes | No |
|------|--|-----|----|
| | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If so, furnish particulars as an attached schedule: | Yes | No |
| | The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | | |
| | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If so, furnish particulars as an attached schedule: | Yes | No |
| | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If so, furnish particulars as an attached schedule: | Yes | No |
| | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If so, furnish particulars as an attached schedule: | Yes | No |

13.3. **CERTIFICATE OF INDEPENDENT BID DETERMINATION (STANDARD BIDDING DOCUMENT 9)**

I, the undersigned, in submitting this bid in response to the invitation for the bid made by **NATIONAL**

RESEARCH FOUNDATION do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the bid, on behalf of the bidder;

Each person whose signature appears on the bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) Has been requested to submit a bid in response to this bid invitation;
- (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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 consortium³ will not be construed as collusive bidding. 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.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) Prices;
- (b) Geographical area where product or service will be rendered (market allocation)
- (c) Methods, factors or formulas used to calculate prices;
- (d) The intention or decision to submit or not to submit, a bid;
- (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) Bidding with the intention not to win the bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

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

14. PREFERENCE POINTS CLAIM FORM (STANDARD BIDDING DOCUMENT 6.1)

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| 0 | 0 |

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE

B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed must be in accordance with the table reflected above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO

If yes, indicate:

(i) What percentage of the contract will be subcontracted?
.....%

(ii) The name of the sub-contractor?
.....

(iii) The B-BBEE status level of the sub-contractor?
.....

(iv) Whether the sub-contractor is an EME? YES / NO

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 forward the matter for criminal prosecution
- (v) A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- (vi) A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.