



SAAO

South African
Astronomical Observatory

INVITATION TO BID

Appointment of a Construction Company (5GB) for the Construction of a New Office Building at the South African Astronomical Observatory site in Cape Town.

Bid Number: NRF/ SAAO SAE0/41/2020-21

Compulsory Site Visit: 14:00 Tuesday 26 January 2021

Closing Date: 5 February 2021

Closing Time: 11:00

Bidder Name:

TABLE OF CONTENTS

PRE-QUALIFICATION ELIGIBILITY CRITERIA	4
EXECUTION/DELIVERY CONDITIONS.....	7
PERFORMANCE/SERVICE LEVEL CONDITIONS	7
STATEMENT OF PERFORMANCE LEVELS FOR SERVICES/GOODS.....	7
EVALUATION PROCESS	8
FUNCTIONALITY EVALUATION	8
BIDDER NEEDS TO KNOW.....	11
SPECIAL CONDITIONS OF CONTRACT	13
INVITATION TO BID (SBD 1).....	17
HIGH LEVEL SUMMARY OF BID REQUIREMENTS	17
SUPPLIER INFORMATION	18
BID SUBMISSION.....	20
TAX COMPLIANCE REQUIREMENTS.....	20
SBD 1 SIGNATURE	20
SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT.....	21
SBD 6.1 - PREFERENCE POINTS CLAIMED.....	23
SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES	25
SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION	26
ELIGIBILITY CRITERIA	27
BID SIGNATURE	29
ANNEXURES	30
COMPULSORY TENDER BRIEFING ATTENDANCE CERTIFICATE	31
SUB-CONTRACTORS	32
LIST OF REQUIRED SHE DOCUMENTS TO SUBMIT	33
BILL OF QUANTITIES	Error! Bookmark not defined.

INTRODUCTION TO THE NRF

The National Research Foundation Act, Act 23 of 1998, establishes the National Research Foundation (“NRF”) as the juristic person that makes this bid invitation and will contract with the awarded bidder.

Please visit the NRF website for more information: <https://www.nrf.ac.za/>

INTRODUCTION TO THE BUSINESS UNITS

SAAO

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 an excellent 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.

For more information, see www.saa0.ac.za

SAEON

The South African Environmental Observation Network (SAEON) is a research platform funded by the Department of Science and Innovation (DSI) and managed by the National Research Foundation (NRF) since 2002. SAEON is mandated to establish and manage long-term environmental observatories; maintain reliable long-term environmental data sets; promote access to data for research and/or informed decision making; and contribute to capacity development.

For more information, see www.saeon.ac.za

CONTEXT OF THIS PROCUREMENT NEED

The SAAO is looking to appoint a suitably qualified building contractor to build an office block on the site of the SAAO in Observatory Cape Town, to house SAEON staff. SAEON are currently housed at the Kirstenbosch Gardens, in offices they rent. SAEON require an office block to house the staff permanently and this will be constructed on the site of the SAAO.

The SAAO site is considered a sensitive site, with special requirements to environment and heritage. The SAAO will appoint an independent archaeologist and herpetologist to monitor the activities of the appointed contractor. The successful bidder is required to co-operate with all instructions and guidelines of these consultants.

The design has been through the required approvals from heritage, municipal and public stakeholders, enabling the appointed contractor to begin as soon as the appointment has been finalised. The office block is a single storey building with a foot print of around 300 sqm.

Rennie Scurr Adendorff Architects (RSA) is the appointed architect and will be the principle agents on this project.

PRE-QUALIFICATION ELIGIBILITY CRITERIA

NRF TRANSFORMATION

CIDB Level	Level 5 GB		
Minimum status B-BBEE level or not?	Yes		
Minimum status level	4		
Black Women Ownership	None		
A bidder failing to meet any of the stipulated pre-qualifying criteria is automatically disqualified.			
Verification Certificate Submitted	<input type="checkbox"/> Yes	Sworn Affidavit Submitted	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

DETAILED SPECIFICATIONS

1. Scope of the required services

- a. The successful bidder will be responsible for constructing the SAEON office block as per the supplied drawings. A list of drawings supplied is included on Pg. 5 of this document, and is deemed to form the foundation of this tender's specifications and requirements. This is a build only tender.
- b. The bill of quantity, as drawn up by Quantity Surveyor (QS) will form the basis of the pricing.
- c. Any contractor not attending the compulsory site visit will not be considered for the evaluation stage of this tender.
- d. The successful bidder will be required to supply suitable ablution facilities for the staff on site. These are to be regularly serviced to ensure hygienic conditions and located in an area designated by SAAO.
- e. The contractor is expected to keep an attendance register of all staff, which must be completed daily and made available to the SAAO on request. The site supervisor is to ensure that they are aware of the staff movements at all times.
- f. The successful bidder must appoint a site supervisor or manager, who is made known to the SAAO staff. This person is to be on site permanently, while the work is taking place. (S)he will be the daily point of contact between SAAO and its Agent(s) and the contractor.

2. Returnable Documents

- a. Project schedule. The QS has estimated the reasonable completion period to be 7 months, excluding builder's holidays. Exceeding this period will result in penalties being imposed on the contractor. The project schedule should display the realistic understanding of the contractor of the work that comprises the building of the office block.
- b. Pricing schedule based on the BOQ as supplied.
- c. Qualifications and experience of key personnel.

- d. List of completed projects with at least 3 of similar scope including contact details of references which must be within the last 5 year. This should include projects in similarly sensitive historical and environmental conditions as well as price range.
- e. Proof of liability insurance in excess of R12 million (twelve million rand)
- f. Risk analysis of the project.
- g. On successful appointment, the contractor must supply the SAAO with a safety file as per requirements of the OHS Act prior to commencing on site. The complete list of OHSA requirements is on page 33 of this document.

CONTRACT PERIOD

The contract is for the construction of the office block. The build period is envisaged to last 7 months for the construction and handover. Only downstream work resultant from these activities will be included in this contract, which includes remedial or warranty work.

INTERDEPENDENCIES IMPACTING THIS SPECIFICATION

The construction will result in the inclusion of the buildings infrastructure into the existing utilities infrastructure of the SAAO site. This may result in disruptions, which must be brought to the attention of the SAAO with sufficient notice.

The SAAO is situated on a secured fenced campus and 24-hour access is in place. The successful contractors will be responsible for their own insurance, liabilities and security whilst on site.

The SAAO will supply water at no cost to the successful bidder, but responsible use of the resource will be monitored.

The contractor and staff will be restricted to moving within a defined region on site. This is indicated in the drawing “**C-0005/Rev O** Site Establishment Plan Council Submission Drawing”. Any staff found to be contravening this without permission will result in action been taken against the appointed contractor.

Working hours will be Monday to Friday 07:00 to 17:00 daily. 07:00 to 15:00 on Saturdays by arrangement. There will be no work permitted on a Sunday or a Public Holiday.

The building contractor is responsible for the relocation of the utilities as identified by the specification team. These include electricity, water and communications.

DRAWINGS

Note that drawings are for info, pricing as per BOQ

Council Drawings

C-0001/Rev N Site Plan Council Submission

C-0002/Rev N Office plans and schedules council submission drawing

C-0003/Rev N Office Sections and Elevations Council Submission Drawing

C-0004/Rev N Garage Plans, Sections and Elevations Council Submission Drawing

C-0005/Rev O Site Establishment Plan Council Submission Drawing

C-0006 Fire Plan for Offices Council Submission Drawing

Working Drawings

W-1000 Ground Floor Plan

W-1001 Roof Plan

W-1002 Site Plan

W-1003 Site Establishing Plan
W-1004 Lighting Plan
W-1005 Electrical, Security, Communication Plan
W-1006 Water Reticulation Plan
W-2000 Section A,B,C & D
W-3000 South, West, East & North Elevation
W-4000 Reception Layout Plan
W-4001 North Elevation
W-4002 East Elevation
W-4002 North Sectional Elevation
W-4100 Bathroom Layout Plan
W-4101 North Sectional Elevation
W-4102 West Sectional Elevation
W-4103 East Sectional Elevation
W-4201 Kitchen Joinery Layout

Door & Window Schedule

W-6100 Rev A
W-6101 Rev A
W-6102 Rev A
W-6103 Rev A
W-6104 Rev A
W-6105 Rev A
W-6106 Rev A
W-6107 Rev A
W-6108 Rev A
W-6109 Rev A
W-6110
W-6200 Rev A
W-6201 Rev A
W-6202 Rev A
W-6203 Rev A
W-6204 Rev A
W-6205 Rev A
W-6206 Rev A
W-6207 Rev A
W-6208 Rev A

Electrical Drawings

RO02-94001 – 0B SAEON Building Main Distribution Board (MDB01) Single Line Diagram
RO02-94002 – 0B SAEON Building Main Distribution Board (MDB02) Single Line Diagram
RO02-94005 – 0B SAEON Building Garage Distribution Board (Garage-DB) Single Line Diagram
RO02-95001 – 0A SAEON Building Site Cable Route Layout
RO02-98001 – 0C SAEON Building Lighting Layout
RO02-98002 – 0C SAEON Building Small Power Layout
RO02-98003 – 0C SAEON Building Security & Audio Layout
RO02-98004 – 0B SAEON Building Garage Small Power & Lighting Layout

EXECUTION/DELIVERY CONDITIONS

- OHS Occupational Health and Safety when working on NRF sites:** All personnel performing work on NRF site/s as part of this contract are responsible to obtain safety induction.
- Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as ‘the Act’), the contracted party meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
- The contracted party, once signing the contract, is responsible for itself, its employees, and those people affected by its operations in terms of the Act and the regulations promulgated in terms thereof. The contracted party performs all work and uses equipment on site complying with the provisions of the Act.
- To this end, the contracted party shall make available to the NRF a valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).
- The contracted party maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site. The NRF manages the contracted party in his capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The contracted party accepts liability for any contraventions to the Act. Each member of the contracted party’s team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the contracted party’s health and safety file.

PERFORMANCE/SERVICE LEVEL CONDITIONS

1. If the contracted bidder fails to meet any performance level:
 - a. The contracted bidder shall investigate and report on the root causes of the performance level failure;
 - b. Promptly correct the failure and begin meeting the set performance levels;
 - c. Advise the NRF, to the extent requested by the NRF, of the status of remedial efforts being undertaken with respect to such performance level failure; and
 - d. Take appropriate preventive measures to prevent the recurrence of the performance level failure.

STATEMENT OF PERFORMANCE LEVELS FOR SERVICES/GOODS

The QS has determined that the project period will be no longer than 7 months (which excludes workers holiday and delays on account of uncontrollable circumstances (i.e. weather etc.), any period longer than this will incur penalties of R1500 per calendar day. All delays must be recorded and reported to the employer or their representative.

EVALUATION PROCESS

A multiple stage process is followed:

Administrative stage (One)) Compliance with administrative requirements as stated in Part A. Only complaint submissions will progress to the Technical Stage.

Technical stage (Two): Compliant bidders will be evaluated based on the technical compliance in Part A

All bidders that fail to meet the technical minimum will be disqualified from further evaluation.

Financial/Scoring stage (Three): Points are scored on the basis of both Price and B-BBEE as indicated on SBD 1.

FUNCTIONALITY EVALUATION

The evaluation criteria provide for the accumulation of points for a Service Provider's proposal based on the extent to which the company's ability, capacity, experience and financial competitiveness in the services proposed meet SAAO requirements.

Service Provider(s) will be evaluated according to the following criteria.

CRITERIA		DOCUMENTS REQUIRED	POINTS
STAGE 2		FUNCTIONALITY	
1	RESOURCES AND CAPACITY		15
1.1	Company Profile	Provide an overview of your company structure, business profile, and years in existence. Scoring Methodology 0 Points: No Company Profile Section included 2 Points: Company Profile included but not informative to structure etc. 3 Points: Company Profile includes All information but not very professional or lengthy. 5 Points: Professional profile with comprehensive and compact information, professional appearance.	5 Minimum 3/5
1.2	Company Resources	Provide detailed information about infrastructure capacity available locally or your company with specific reference to both skilled labour resources and technical expertise. <ul style="list-style-type: none"> ● Local Buildings, Plant and Equipment ● Financial Ability ● Capacity of Local Skilled Resources ● Staff Capacity ● List of current projects that the company is involved with 	5 Minimum 3/5

		Scoring Methodology 0 Points: No resources are available 2 Points: Resources are available but currently assigned to various projects. 3 Points: Resources are available to meet current workload. 5 Points: Resources are in excess of the current workload and immediately available.	
1.3	Project Organogram & CV's of key personnel	Provide a complete organogram of the Resources assigned to this Project to ensure delivery on time and of quality. Resources to include but not limited to the leadership and management structure (including full or limited mandates assigned to take necessary decisions regarding the management & execution of the works) site management as well as additional skilled resources, you intend to commit on a full-time basis on this project for its duration. Include CV's of the Site Manager and key personnel (site foreman) to be employed full time on this project and in key supporting roles. Scoring Methodology 3 Points: The Site Agent has completed two (2) projects as listed above in the last 10 years 4 Points: The Site Agent has completed three (3) projects as listed above in the last 10 years 5 Points: The Site Agent has completed four (4) projects or more as listed above in the last 10 years	5 Minimum 3/5
2	EXPERIENCE AND CAPABILITY		10
2.1	References Current and Previous Projects	Provide a list of contactable project references for current and completed work of a similar or greater scope to this tender and in similar sensitive (heritage and environmental) contexts. Each reference must contain the following details: <ul style="list-style-type: none"> ● Name of Project ● Description of work performed ● Name and position of key reference ● Contact details of reference <i>(Missing/Incorrect details will disqualify the reference)</i> Scoring Methodology 2 points will be awarded for every valid reference (5GB or higher) up to a maximum of 3 references. A further point will be added for each project that contains an element of sensitive environment and a further point for heritage sensitive environment.	10 Minimum 7/10

3	APPROACH, METHODOLOGY & TECHNICAL		10
3.	Project Programme and Method Statement	<p>Provide a detailed and comprehensive building and procurement programme for various stages and clearly indicate the sequencing and critical path. Also submit a method statement on the management structure describing how the project will be executed and completed including quality control within the fixed project period.</p> <p>Scoring Methodology 0 Points: No information provided 2 Points: Project programme is poorly demonstrated, such as start and finish dates. 5 Points: The project programme is adequate, but milestones and critical paths are not clear. 8 Points: The project programme is adequate. Estimated start and finish dates are shown, with major milestones and critical path, estimated duration, and logic to reach works completion Communicated. 10 Points: The project programme is adequate. Estimated start and finish dates are shown, with major milestones and critical path, estimated duration, and logic to reach works completion communicated. The project programme also contains information on execution integration and redundancy for unforeseen delays or occurrences.</p>	<p>10</p> <p>Minimum 7/10</p>
4.	SHE & RISK ANALYSIS		5
4.1	SHE and Risk Management Plan	<p>Tenderers are to submit details of their Health and Safety procedures, with reference to OHSAct of 1993</p> <p>Submit site specific Risk Management plan taking into account the logistical environment and surrounding elements.</p> <p>Scoring Methodology 0 Points: The SHE & Risk Analysis does not address the potential risks present. 3 Points: SHE & Risk Analysis addresses most aspects of the project but all requirements on page 33 are not met but at least 70% of list is met. 5 Points: Comprehensive SHE & Risk Analysis, addressing all aspects of the project and inclusion of all requirements listed on page 33.</p>	<p>5</p> <p>Minimum 3/5</p>
<p>Minimum score to be achieved 65% = 26 points out of 40. Additional minimums per criteria must be met or the bid will be disqualified.</p>			

BIDDER NEEDS TO KNOW

ACKNOWLEDGEMENT OF READING EACH PAGE

The bidder warrants by signature in this document that the bidder has read and accepts each page in this document including any annexures attached to this document.

CENTRAL SUPPLIER DATABASE REGISTRATION

The NRF requests bidders to register on the Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the NRF to verify the supplier's tax status on the Central Supplier Database.

CLARIFICATION

If the respondent wishes to clarify aspects of this request or the acquisition process, they write to the contact officials listed under the enquiries section above. The National Research Foundation distributes the response to a clarification request to all respondents that have communicated their intention to bid (i.e. briefing session attendance register) within 2 working days of receipt of the query. The National Research Foundation does not provide the origin of the request to any party.

RESPONSE PREPARATION COSTS

The NRF is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

TWO ENVELOPE SYSTEM

The NRF, in the interests of transparent procurement, utilises the two-envelope system to minimise any form of price bias in the technical selection phase.

- a) All responses to the Bid Invitation must be submitted in two sealed envelopes/boxes; the first envelope/box shall have the technical, compliance and BBBEE response and the second envelope/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelope/box.
- b) Bidders are required to package their response/Bid as follows:
 - **Envelope 1 part A :** Bid Forms and Compliance Response
 - **Envelope 1 part C :** Technical or Functional Response (response to scope of work)
 - **Envelope 2 :** Financial Proposal and Bid Form Part B (*pg 15 & 16*)

COLLUSION, FRAUD AND CORRUPTION

Any effort by Bidder to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

FRONTING

The NRF supports the spirit of broad based black economic empowerment and recognizes that achieving real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting". Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

DISCLAIMERS

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.

GENERAL DEFINITIONS

"B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

"B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

"Bid" means a written offer in a prescribed or stipulated form in response to an invitation by the National Research Foundation for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

"Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

"Contract" means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7) which has been signed by the awarded bidder and the National Research Foundations;

"EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

"Market Price" means tests to verify the offered prices are market related to the NRF in allowing the bidder to complete the work without risk of performance failure to the NRF and that the price provides the sustainability to the bidder.

“Functionality” means the ability of a bidder to provide goods or services in accordance with specifications including quality that deliver the set levels of performance functionality as set out in the bid documents.

“Proof of B-BBEE status level of contributor” means:

- a. B-BBEE Status level certificate issued by an authorized body or person;
- b. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- c. Any other requirement prescribed in terms of the B-BBEE Act.

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

Award and Contract Signing

The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

The bid will not follow the general conditions of contract but rather the JBCC.

Cancellation of the Bid prior to Award

The NRF cancels the Bid Invitation prior to making an award where

- a. Due to changed circumstances there is no need for the specified procurement in the document, or
- b. No bids meet the minimum required specification, or
- c. A material irregularity occurred in the bid process, or
- d. Where the price is too low/high with no bidder prepared to negotiate the price into the determined market price range.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SPECIAL CONDITIONS OF CONTRACT

1. Implementation Planning and Project Management

The contracted provider will arrange an initial meeting to determine final manufacturing and delivery execution with the assigned NRF project team in terms of the specified delivery management in this document. Both parties agree on the finalised timetable stating clearing commence date and completion date of each stage of the implementation.

2. Performance Verification

The contractor is to substantiate claims for payment to the nominated SAAO representative that the work claimed for has been satisfactorily completed. No progress payment will be effected until the completed work is accepted by the SAAO representative.

The contractor will rectify any non-compliance within a reasonable period, no longer than 7 days.

On completion of the building, the customer will together with the contractor conduct an inspection of the building. Any defects will be recorded in a snag list for the contractor to rectify.

Both parties verify this through signing the verification documentation.

Both parties, at this time, agree on quantity, unit cost, and total value on the same signed document.

3. Contract Due Diligence during the contract period: The NRF has the right to conduct supply chain due diligence including site visits and inspections at any given time during the contract period.

4.	Communication: The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on communication documentation. The contracted party does not act upon any communication without the contract number or must verify such communication with the assigned NRF contract manager prior to acting upon it.
5.	Latrine Facilities The contractor shall for use by his employees provide chemical toilets throughout the site. These toilets shall be provided and maintained to be clean, sanitary, odourless, and to the satisfaction of the SAAO representative, by a company specializing in these services. The toilets shall be so provided that they are no more than 20 m from any area in which work is being undertaken, while still within the designated area. The contractor shall ensure that his employees make use of these facilities. Any employee of the contractor found relieving themselves in the open shall immediately be removed from the site and shall not be allowed to return for the duration of the contract. The decision of the SAAO representative in this regard shall be final and there shall be no disciplinary hearing nor will any appeal process be entered into.
6.	Contractor's Office, Stores, and Services No accommodation or housing is available nor will be permitted on the site for the contractor's employees. The contractor shall make his/her own arrangements to house his/her employees and transport them to the site. The designated site area may only be used for offices and storage of equipment and material used on the SAAO site. No support for outside work may be accommodated.
7.	Reporting The contractor shall keep daily records of plant and labour on site. These records shall be presented fortnightly prior to the Formal Site Meeting.
8.	Formal Site Meetings Management meetings shall be held on site every fortnight and shall be attended by the employer, architect, and contractor. The contractor shall be represented by the site agent and contracts manager.
9.	Environment The contractor shall at all times comply with any environmental control instructions or management plans for the area of the works. Under no circumstances will indiscriminate damage to the landscapes or waste disposal in the area of the works or outside it be permitted.

PART B

SUBMIT PRICING IN SEPARATE ENVELOPE (STAND ALONE)

PRICING CONDITIONS AND DETAIL

1. **Price Adjustment:** Price adjustments and their corresponding rules for the managing of price risks on the basis of the NRF and the contracted bidder sharing the risk equally.
2. **Ceiling Price Calculation:** The NRF provides bidding estimates of quantities to allow for the calculation of a bidding price for the contract that allows an equal comparison basis equitable to all bidders for award selection.
3. **Commitment to Contracted Service Provider:** The NRF, through the signed contract, guarantees its procurement of the specified goods and/or services is from the contracted party only.
4. **Commitment of funding to Purchase Orders issued in terms of the Contract:** The NRF, when issuing the written purchase order stipulating quantity, description, delivery date, and the unit price as set out in this contract, guarantees that the funding is available for the value of that purchase order.
5. **Price Delivery Points are:**
Observatory Road
Observatory
7935
6. **Application of Preference Points:** Pricing is subject to the addition of Preference Points as stipulated below – Standard Bidding Document 6.1 Preference claim form.

PRICING SCHEDULE

THE BILL OF QUANTITIES (BOQ) IS AN ANNEXURE OF THE DOCUMENT AND THE COMPLETED BOQ MUST BE SUBMITTED IN THE “PRICING” ENVELOPE. ONLY THE PRICING MUST BE IN THIS ENVELOPE.

ALL PRICES TO INCLUDE VAT

Description	Cost
SECTION NO. 1 : OFFICES	
BILL NO.1 : EARTHWORKS	
BILL NO.2 : CONCRETE, FORMWORK AND REINFORCEMENT	
BILL NO.3 : MASONRY	
BILL NO.4 : WATERPROOFING	
BILL NO.5 : ROOF COVERINGS	
BILL NO.6 : CARPENTRY AND JOINERY	
BILL NO.7 : CEILINGS PARTITIONS AND ACCESS FLOORING	
BILL NO.8 : FLOOR COVERINGS	
BILL NO.9 : IRONMONGERY	
BILL NO.10 : METALWORK	
BILL NO.11 : PLASTERING	
BILL NO.12 : TILING	
BILL NO.13 : PLUMBING AND DRAINAGE	

BILL NO.14 : PAINTWORK	
BILL NO.15 : EXTERNAL WORKS	
BILL NO.16 : PROVISIONAL SUMS	
SECTION NO. 2 : GARAGE	
BILL NO.1 : EARTHWORKS	
BILL NO.2 : CONCRETE, FORMWORK AND REINFORCEMENT	
BILL NO.3 : MASONRY	
BILL NO.4 : WATERPROOFING	
BILL NO.5 : ROOF COVERINGS	
BILL NO.6 : CARPENTRY AND JOINERY	
BILL NO.7 : CEILINGS PARTITIONS AND ACCESS FLOORING	
BILL NO.8 : METALWORK	
BILL NO.9 : PLASTERING	
BILL NO.10 : PLUMBING AND DRAINAGE	
BILL NO.11 : PAINTWORK	
ELECTRICAL PORTION	
MAIN BUILDING - SMALL POWER & LIGHTING REQUIREMENTS	
DISTRIBUTION BOARDS & EQUIPMENT	
CABLES AND TERMINATIONS	
EARTHING & BONDING	
CIVIL WORKS	
SWITCHES & SWITCHED SOCKET OUTLETS	
POWER SKIRTING & ACCESSORIES	
LIGHTING & ACCESSORIES.	
AUDIO, VISUAL & SECURITY ACCESSORIES	
PROVISIONAL SUM	30000
GARAGE - SMALL POWER & LIGHTING REQUIREMENTS	
DISTRIBUTION BOARDS & EQUIPMENT	
CABLES AND TERMINATIONS	
EARTHING & BONDING	
CIVIL WORKS	
SWITCHES & SWITCHED SOCKET OUTLETS	
LIGHTING & ACCESSORIES	
GARAGE ACCESSORIES	
PROVISIONAL SUM	5000
GENERAL ELECTRICAL ACCESSORIES	
PROVISIONAL SUM	15000

PART C Returnable docs

INVITATION TO BID (SBD 1)

Bid Number	NRF/SAAO SAE0/41/2020-21	
Closing date and time	5 February 2021 at 11:00	
The NRF recognises the date and time as recorded on its systems for closure purposes		
HIGH LEVEL SUMMARY OF BID REQUIREMENTS		
This bid is for the construction of a single storey office block, to house the South African Environmental Observation Network, on the site of the South African Astronomical Observatory, in Observatory, Cape Town. The construction will take place according to the plans supplied within this document.		
The NRF & the successful bidder will use the Joint Building Contract Committee (JBCC) Principal Building Agreement as the basis of this contract.		
Bid response documents are deposited in the tender box situated physically at:		
<u>Physical Address:</u> SAAO Site Observatory Road Observatory Cape Town	<u>Addressed as Follows:</u> <i>NRF/SAAO/2017/010</i> <i>Company Name</i>	
Number of ORIGINAL bid documents for contract signing	2	
Bidders must submit the above sets of original bid documents (including the bidder's response to the specification and the bidder's pricing) in hard copy format (paper document) to the NRF. This serves as the original master set for the legal contract document between the bidder and the NRF. The master set remains at the NRF and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents. The signed legal contract constitutes the closure of the competitive bid/tender/request for quotation process and sets out each party's obligations for executing the contract.		
TWO ENVELOPE SYSTEM	YES	
PRICE VALIDITY PERIOD FROM DATE OF CLOSURE	150 days	
BRIEFING SESSION OR SITE VISIT DETAILS – COMPULSORY	YES	
Attendance: Date and Time Venue Address Contact Person	Compulsory 14:00 on 26 January 2021 Main Building SAAO Site, Observatory, Cape Town. Grant Southey	

Bidding procedure enquiries are directed in writing to:		Technical information queries are directed in writing to:	
Section	Supply Chain	Section	Administration
Contact person	Melissa Anthony	Contact person	Eugene Lakey
E-mail address	scm@saa.ac.za	E-mail address	scm@saa.ac.za
Principal Agent			
Rennie Scurr Adendorff Architects			
Contact person	Mike Scurr		
E-mail address	mike@archrsa.com		

SUPPLIER INFORMATION					
Name Of Bidder					
Postal Address					
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			Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]
Is the entity a resident of the Republic of South Africa (RSA)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a branch in the RSA?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a permanent establishment in the RSA?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have any source of income in the RSA?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the entity liable in the RSA for any form of taxation?		<input type="checkbox"/> Yes <input type="checkbox"/> 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) and if not registered as per 2.3 below.			

BID SUBMISSION	
2.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BID WILL NOT BE ACCEPTED FOR CONSIDERATION.
2.2	ALL BIDS MUST BE SUBMITTED ON THE OFFICIALLY PROVIDED FORMS OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT AND NOT RETYPED
2.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) WITH ITS SPECIAL CONDITIONS OF CONTRACT, AND IF APPLICABLE, ANY OTHER LEGISLATIVE REQUIREMENTS.
2.4	THE NRF & THE SUCCESSFUL BIDDER WILL USE THE JOINT BUILDING CONTRACT COMMITTEE (JBCC) PRINCIPAL BUILDING AGREEMENT AS THE BASIS OF THIS CONTRACT
TAX COMPLIANCE REQUIREMENTS	
1.1	BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF THE STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE CONSORTIA/ JOINT VENTURES/ SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE/ PIN/CSD NUMBER.
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
1.7	NO BIDS WILL BE CONSIDERED FROM PERSONS EMPLOYED BY THE STATE, COMPANIES WITH DIRECTORS/CLOSE CORPORATIONS CONNECTED WITH THE BIDDER EMPLOYED BY THE STATE.
	SBD 1 SIGNATURE
SIGNATURE OF BIDDER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Proof of authority must be submitted e.g. company resolution)	
DATE:	

SBD 4 – DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; National Assembly or the National Council of Provinces; or National Parliament), 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:

- a. The Bidder is employed by the State; and/or
- b. The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are 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/her representative:	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement:	
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/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, did you attach proof of such authority to the Bid 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 including any business units of the National Research Foundation in the previous twelve months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	

SBD 6.1 – PREFERENCE POINTS CLAIMED

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

1. GENERAL CONDITIONS

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

- 1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- 1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

The maximum points for this bid are allocated as follows:	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.2. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.3. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

1.4. POINTS AWARDED FOR PRICE

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 :	$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	OR	90/10 :	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
----------------	---	----	----------------	---

Where P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor 0
Number of points (90/10 system)	10	9	6	5	4	3	2	1	
Number of points (80/20 system)	20	18	14	12	8	6	4	2	

3. BID DECLARATION

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1 AND 2

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

(Points claimed in respect of paragraph 3 must be in accordance with the table reflected in paragraph 2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

4. SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

If yes, indicate:

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

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

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

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

(Tick applicable box)

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

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

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

5. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:

.....

VAT registration number:

Company registration number:.....

TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture /Consortium
- ☐ One person business/sole proprietor
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business:

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1 and 3 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(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;

I 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and

I Forward the matter for criminal prosecution.

SBD 8 – DECLARATION OF BIDDER'S PAST SCM PRACTICES

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 Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the 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 authorised 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 authorised 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 organisation, 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 consortium (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

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 this 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 the bid or to the signing 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

ELIGIBILITY CRITERIA

Administrative Documents		Compliance		
(M – Mandatory); (O – Optional)	Submitted		Bid Section Reference	Reference to Bidder's document page
Bidder Eligibility				
Pre-qualification Criteria				
CIDB Grading – Level 5 GB	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 4	
Minimum B-BBEE Level – Level 4	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 4	
Legislative Criteria				
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 17	
Declaration of Interest with Government (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 21	
Preference Points Claimed (SBD 6.1), signed and completed with an original BBEE certificate or a certified copy of an original BBEE certificate.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 23	
Declaration of Past SCM Practices (SBD 8), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 25	

Certificate of Independent Bid Determination (SBD 9), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 26	
Tax compliance status of suppliers with tax obligations in South Africa.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 18 & 19	
CSD Report reflecting legal details, registration numbers, and tax status	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 18	
<i>Administrative Criteria</i>				
Attendance Compulsory Briefing Session	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 31	
Project Schedule	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 4	
High Level Project Schedule demonstrating understanding of project scope, Approach, Methodology & Technical	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 5	
CV of Site Supervisor/Manager Experience and Capability Required	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 5	
Proof of Insurance - Liability insurance of at least R12million	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 5	
Risk analysis of the project.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 5	
<u>Specification Eligibility</u>				
Written references, per supply relationship, with contact details for those customers for whom the bidder has completed work within the last sixty months (Last 5 years).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 5	
Reference 1: From:				
Reference 2: From:				
Reference 3: From:				
Pricing Documents		Compliance		
Pricing (SBD 3) in this document completed. Is there a second envelope (Pricing to be placed in a separate envelope).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 4 & BOQ	
Pricing (SBD 3) adequately completed as per specification	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 15	

BID SIGNATURE

I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.

My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.

The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:

Invitation to Bid (SBD 1)

Bid Contract including the following sections:

- a. Specification(s) as set out in the respective section in the bid contract;
- b. Annexures to the bid contract;
- c. Bidders responses to this Bid Invitation and bid contract;
- d. Price schedule (SBD 3);
- e. Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017, supported by a valid certified BBEE certificate;
- f. Declaration of Interest (SBD4);
- g. Independent Price Determination (SBD 9);
- h. Declaration of Bidder's past SCM practice (SBD 8); and
- i. Contract conditions

I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation and cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.

I certify that the information furnished in these declarations (SBD 3, SBD 4, SBD 6.1, SBD 8, SBD 9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this offer/ bid response.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
WITNESS 1	
NAME	
SIGNATURE	
WITNESS 2	
NAME	
SIGNATURE	
DATE	

ANNEXURES

Drawings as per list on pages 5 & 6

Bill of Quantities in sperate PDF document (to be completed and returned)

Signature: _____

COMPULSORY TENDER BRIEFING ATTENDANCE CERTIFICATE

To be signed at site visit

Unless the name, details, and signature of the tenderer's representative also appear on the Clarification Meeting attendance register this Certificate of Attendance shall not be accepted and the tenderer's offer shall be deemed non-responsive.

This is to certify that I (the
representative)

Representing (the tenderer)

of (address)

Telephone number

Fax number

E-mail address

on (date)

Attended the compulsory tender briefing session.

Signed by
representative

Signed by employer's
agent / representative

Date

Any contractor not attending the compulsory site visit will not be considered for the evaluation stage of this tender

SUB-CONTRACTORS

The tenderer shall list in the table below the sub-contractors it intends to employ in the execution of the works.

Acceptance of this tender shall not be construed as approval of any, or all, of the listed sub-contractors. Should any of the sub-contractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate the contract, and the tendered unit rates for the various items making up the work activities shall remain final and binding.

Sub-contractors		
Sub-contractor's name	Work activities to be undertaken by the sub-contractor	Estimated value of work (Rand)

Tenderer

Date

Name

Position

Signed

LIST OF REQUIRED SHE DOCUMENTS TO SUBMITTED BY SUCCESSFUL BIDDER AFTER APPOINTMENT

Documents:	Yes	No
Notification of construction work		
Induction		
Health and Safety Plan for the project		
Valid Letter of Good standing		
H & S Policy		
Acc. person		
Incident investigator		
Fall protection		
Safety Officer		
Fall Protection Plan		
Constr. Supervisor		
Ass. Supervisor		
Risk Assessment of project		
Mandatory agreement		
1 st Aider		
Medical Certificates		
COVID 19 plan and risk assessment		