



SAAO

South African
Astronomical Observatory

INVITATION TO BID (SBD 1)

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

| | | | | | |
|--------------------|-----------------------|----------------------|---------------------------------|---------------------|--------------|
| BID NUMBER: | NRFSAAO2021014 | CLOSING DATE: | TUESDAY, 19 OCTOBER 2021 | CLOSING TIME | 11:00 |
|--------------------|-----------------------|----------------------|---------------------------------|---------------------|--------------|

BID DESCRIPTION

Drivers needed to transport staff to and from Sutherland & 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@sao.ac.za |

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person: Melissa Anthony
Tel: 021 201 5171
Email: scm@sao.ac.za

Bidders should timeously deliver bids to the correct address. If the bid is late at the SAAO 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 (SAAO 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: | NRFSAAO2021014 | CLOSING DATE: | TUESDAY, 19 OCTOBER 2021 | CLOSING TIME | 11:00 |
| NAME OF BIDDER | | | | | |
| | | | | | |
| REPRESENTED BY | | | | | |
| | | | | | |
| POSTAL ADDRESS | | | | | |
| | | | | | |
| PHYSICAL ADDRESS | | | | | |
| | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| | | | | | |
| CELL PHONE NUMBER | CODE | | NUMBER | | |
| | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| | | | | | |
| E-MAIL ADDRESS | | | | | |
| | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| | | | | | |
| COMPANY REGISTRATION NUMBER | | | | | |
| CSD Supplier Number | | MAAA | | | |

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

TYPE OF COMPANY / FIRM: [Tick applicable box]

Partnership / Joint Venture/Consortium

One person business / sole proprietor

Close Corporation

Company

(Pty) Limited

Other

COMPANY CLASSIFICATION: [Tick applicable box]

Manufacturer

Supplier

Professional Service Provider

Other service providers e.g. transporter, etc.

Has an original and valid tax clearance certificate been submitted?

Yes Or No

Preference claim form been submitted for your preference points? (SBD 6.1) (a B-BBEE status level verification certificate must support preference points claimed)

Yes Or No

If yes, who was the B-BBEE certificate issued by

[Tick Applicable Box]

An accounting officer as contemplated in the close corporation act (CCA)

☐

A verification agency accredited by the South African accreditation system (SANAS); or

☐

A registered auditor

☐

Are you the accredited representative in South Africa for the goods/services/works offered? Yes or No

If **Yes** Enclose Proof

Pack split into "technical" and "awarding" sections

Yes or No

Certified copies of certificate of incorporation (as per entity type)

Yes or No

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 is looking for a suitably qualified organisation or company to supply drivers for the weekly staff transport between Cape Town and Sutherland. Additional ad hoc trips may be planned by prior arrangements with the service provider.

3. Specification

The scheduled trips will leave from the SAAO site in Observatory, Cape Town at 11:00 on a Tuesday and return from Sutherland on a Wednesday at 11:00 and to arrive on site in **Observatory no later than 15:30**. These days are independent of public holidays, but may be subject to change in the event of weather and other special occasions such as voting days etc. In the event of a change, excluding weather, reasonable notice will be given to the service provider. It must be noted that the situation might arise where the trip back from Sutherland may also be delayed due to weather conditions. Any change with less than 24 hours will incur expenses for the SAAO, even if the trip does not go ahead.

The appointed service provider will have to ensure that an approved driver is available to fulfill the requirements as agreed upon and should a driver become unavailable, even at short notice, that a replacement driver is available. The driver will be expected to arrive in good time to inspect the vehicle for any safety issues with the allocated vehicle, and depart from the SAAO site at the stipulated time. Inspection of the vehicle must be conducted as per the K53 method and if any issues are identified the driver has the right to refuse driving the vehicle, once the issues have been brought to the attention of the SAAO management.

The service provider will allocate drivers to the SAAO, and the required documents of each of these drivers must be made available to the SAAO so that the SAAO can confirm the details of each driver. Only drivers pre-approved by the SAAO will be allowed to drive. The service provider will ensure that all drivers maintain their requirements for the Professional Driver's Permits (PrDP), which is a requirement for all drivers. The documents required by the SAAO to approve a driver will include police clearances and PrDP plus any other relevant certificates for qualifications as claimed by the service provider.

The SAAO will ensure that a suitable vehicle is available for the trip between the destinations and that the vehicle is safely packed. On arrival at the destination, the driver will hand the vehicle keys to the correct staff member to allow SAAO staff to unload the vehicle. The SAAO will implement a system to monitor the safety of the service as well as the satisfaction of staff members with the service. Any breaches of safety or road legislation may result in the termination of the contract with the service provider.

The SAAO will be responsible for the payment of toll fees incurred during the trips. The SAAO will also provide the driver with supper on the Tuesday evening and breakfast on the Wednesday morning. Accommodation will be provided by the SAAO either at the hostel in Sutherland or another suitable venue. The driver will be required to stop for lunch at a selected venue along the way for staff members to purchase lunch, but the driver's lunch will be the responsibility of the service provider's contract with the driver.

4. CSD Registration

All prospective suppliers must be registered on the National Treasury's Centralised Supplier Database (CSD). The website can be found at www.csd.gov.za. The relevant **Supplier Number** and *Unique Registration Code* must be entered on Page 2 of this document.

5. Evidence of Supply Capability (Technical Merit)

Bidders are required to provide a profile of themselves as well as two (2) written references per proposed driver. The references must be completed in the format included at the end of this document. **Two** copies of this page must be printed, sent to previous customers and returned with the bid proposal, failure to do so will result in no scoring, which will be detrimental to the attempts at bidding successfully for this work.

6. Contract Management

The award of this contract to the selected Service Provider establishes the contract between the SAAO and the appointed Service Provider. The appointed service provider will be required to meet regularly with a selected member of the SAAO staff to discuss issues that arise. Matters arising from these meeting must be recorded in writing and signed by both parties. The Service Provider will be required to supply drivers with the relevant qualifications to drive the vehicle nominated by the SAAO. Should the vehicle type change the SAAO will give a reasonable period of notice not less than 14 calendar days.

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 duration of 36 months (3 years), where after the contract may run month to month.

8. Service Delivery Validation

Regular meetings will be held with a SAAO Representative and the related report will be validated by duly authorized SAAO 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 SAAO does not accept predating of invoices.

9. Payment Intervals

The SAAO 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 days** FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

NO PRICE INCREASES WILL BE ALLOWED FOR THE PERIOD OF THIS CONTRACT

| Pricing | Rate | Quantity | Cost |
|--------------------------------------|------|----------|-----------|
| Return trip - Cape Town / Sutherland | | 1 | |
| Reimbursement of proven costs | | % | Rate Only |
| | | | |
| | | | |

| | | | |
|--|-------|------------------------------|---------|
| B-BBEE STATUS LEVEL OF CONTRIBUTION (Per SBD6.1 below) | Level | Preference Points Claimed | |
| | | | |
| 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. Stage 1 – Selection of Qualified Bidders

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. Stage 2 – Awarding of the Contract

Bidders are compared on a fair and equal basis taking into account all aspects of the proposals

The award criteria are:

Price – with the lowest priced bid on an equal and fair comparison basis receiving the highest price score as set out in the 2011 Preference Regulations

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

Administration - Contracts are awarded where bidders have supplied the relevant administrative documentation especially the tax clearance certificate.

11.3. Qualifying Thresholds for Selection (Stage 1) Evaluation

Bids scoring less than the minimum threshold of **70%** 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 | 4 |
|-----------------------------------|------|---------|--------------------|----------------------|
| 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 | All proposed drivers have PrDP | GO / NO GO |
| 2 | Police Clearance (DUI, Reckless & Negligent Driving and Sexual offences included) | GO / NO GO |

| | | |
|---|--|------------|
| 3 | 2 drivers available (only two may be designated to SAAO) | GO / NO GO |
| 4 | Reference Letters | 50% |
| 5 | Advanced drivers training | 10% |
| 6 | Experience of drivers | 40% |

References will be scored according to the points above taken directly from the references letters. Two reference letters per driver must be supplied as the points will be averaged, not supplying the required letters will negatively affect your bid.

Advanced driving Training:

0 driver - 0 points

1 driver - 2 points

2 drivers - 4 points

Experience of drivers: (Averaged) No Driver with less than 5 years' experience will be approved. The experience is for general drivers' license and not PrDP.

5 years - 3 points

7 years - 4 points

5 Years of PrDP with the above - 5 points

13. SAAO'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 SAAO Website (<http://www.saa.ac.za/gcc/>). 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 SAAO 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 SAAO 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 SAAO.
- 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 SAAO 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 SAAO 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 SAAO to the bidder, both successful and unsuccessful, remains the property of the SAAO
- 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 SAAO resides with the SAAO.

14. SUPPLIER DUE DILIGENCE

14.1. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

Any legal person, including persons employed by the NRF or SAAO, or persons having a kinship with persons employed by the NRF or SAAO, 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 NRF or SAAO, 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 NRF or SAAO; 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, shareholder, 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 / members /
shareholders

YES/NO

Are you or any person connected with the bidder presently employed by
the NRF or SAAO? If so, furnish the following particulars in an attached
schedule:

YES/NO

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

Name of NRF Facility at which you or the person connected to the bidder is employed

Position occupied in the NRF or SAAO

Any other particulars:

If you are presently employed by the state, did you obtain the appropriate

YES/NO

authority to undertake remunerative work outside employment in the public sector? 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 NRF or SAAO 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 NRF or SAAO 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 NRF or SAAO 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

14.2. 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 |

14.3. 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 consortium 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

15. 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.

The South African Astronomical Observatory is looking to appoint a service provider to supply drivers and would appreciate your effort in completing the reference below based on your experience with:

Name of Driver: _____

Date used: _____

Completed by: _____ (Referee)

Company Name: _____ (if applicable)

Contact Number: _____

Company Stamp
if applicable

| Criteria | Poor | Average | Meets Requirements | Exceeds Requirements | Exceeds Requirements and adds value |
|----------------------------------|------|---------|--------------------|----------------------|-------------------------------------|
| Professionalism | | | | | |
| Interpersonal skills | | | | | |
| Turn around / completion times | | | | | |
| Satisfaction with the work done. | | | | | |
| Response times | | | | | |
| Reliability of equipment | | | | | |
| | | | | | |
| Would you use them again? | | | No | Yes | |
| Overall Impression | | | | | |