



NRF
National Research
Foundation

SAAO

South African
Astronomical Observatory

REQUEST FOR QUOTE (RFQ)

(SBD 1)

SAAO seeks quotations for the following Goods/Services

PART A

QUOTATION NUMBER:	NRF/SAAO/2021/010	VALIDITY PERIOD FROM DATE OF CLOSURE:	90 days
CLOSING DATE:	21 JANUARY 2022 @ 11:00	All Bids/Quotations must be submitted on the official forms in this invitation with additional information supplied on attached supporting schedules.	
QUOTATION (BID) DESCRIPTION (full specifications – Appendix 1)			
Supply and Installation of Block-out Blinds at the SAAO Site in Sutherland			
<p>“BID” Definition - “bid” includes written price quotations, advertised competitive bids or proposals It is acknowledged that late quotations (bids) are not considered. Acceptance of this quotation is through receipt of a duly authorised and signed written offer form (SBD7 contract form)</p>			
Briefing Session/Visit	No	Date and time:	By Appointment only
<p>Preferential Procurement System applicable: - 80:20</p> <p>This quotation (bid) is subject to the Preferential Procurement Policy Framework Act and its 2017 Regulations, including the National Treasury General Conditions of Contract which can be found on the National Treasury website & on SAAO website (https://www.nrf.ac.za/procurement/General-Conditions-of-Contract) and, if applicable, any other special conditions of contract stipulated in this invitation.</p> <p>As a Service Provider, you are deemed to have read and accepted these conditions</p>			
Invitation to quote documents may be submitted in non-modifiable electronic format (PDF) to: bids@saa.ac.za			
Enquiries can be directed to: Ms Melissa Anthony : Telephone No.: 021 201 5171 Email: scm@saa.ac.za			

NAME OF SUPPLIER/SERVICE PROVIDER:			
REPRESENTED BY:			
POSTAL ADDRESS:			
PHYSICAL ADDRESS:			
TELEPHONE NUMBER	CODE	NUMBER	
CELL PHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
COMPANY REGISTRATION NUMBER			
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:			
TYPE OF COMPANY/FIRM <i>[Tick applicable box]</i>			
Partnership/Joint Venture/Consortium	<input type="checkbox"/>	One person business/sole proprietor	<input type="checkbox"/>
Close Corporation	<input type="checkbox"/>	Company	<input type="checkbox"/>
(Pty) Limited	<input type="checkbox"/>	Other	<input type="checkbox"/>
COMPANY CLASSIFICATION <i>[Tick applicable box]</i>			
Manufacturer	<input type="checkbox"/>	Supplier	<input type="checkbox"/>
Professional Service Provider	<input type="checkbox"/>	Other service providers e.g. transporter, etc.	<input type="checkbox"/>
PREFERENCE POINTS CLAIMED <i>[Tick applicable boxes]</i>			
Has a Preference Claim form claiming your Preference Points (SBD6.1) been submitted (a B-BBEE status level verification certificate must support preference points claimed)		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If Yes, who was the B-BBEE certificate issued by			
• An accounting officer as contemplated in the Close Corporation Act (CCA)			<input type="checkbox"/>
• A verification agency accredited by the South African Accreditation System (SANAS)			<input type="checkbox"/>
• A registered auditor: Name of Auditor: _____			<input type="checkbox"/>

ACCREDITED REPRESENTATIVE [Tick applicable box]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If Yes, please enclose proof.

ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

IF YES ANSWER PART B:3 BELOW

LEGAL IDENTITY PROOF [Tick applicable box]

Certified copies of Certificate of Incorporation (as per entity type) enclosed?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

REGISTERED SUPPLIER [Tick applicable box]

In order for a service provider/supplier to do business with an organ of the state they must be registered on the National Treasury Central Supplier Database (CSD).
Registration on the CSD will provide a supplier with an opportunity to do business with all state organisations. No bid will be awarded unless the Supplier/Service Provider is registered.

Registration ProcessRegister your company on www.csd.gov.za. For support, please send an email to csd.support@treasury.gov.za or alternatively call 012 406-9222.Once registered you are required to provide SAAO with the **Supplier Unique Number** and an **Access Reference**. Contact person for assistance at SAAO: SCM Department – scm@saa.ac.za (telephone: 021 447-0025)

Supplier is registered on the Treasury Central Supplier Database (CSD)	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

If yes, provide the:

Supplier Number

MAAA _____

SBD1 Signature

Signature of Bidder:

Date:

Capacity under which this bid is signed (Attach proof of authority to sign this bid e.g. resolution of directors etc.)	
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1. TAX COMPLIANCE REQUIREMENTS

- 1.1 Bidders 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 state to view the taxpayer’s profile and tax status.
- 1.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 1.4 Bidders may also submit a printed tax clearance certificates (TCS) together with the bid.
- 1.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/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.

2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 2.1 Is the bidder a resident of the republic of South Africa (RSA)? yes no
- 2.2 Does the bidder have a branch in the RSA? yes no
- 2.3 Does the bidder have a permanent establishment in the RSA? yes no
- 2.4 Does the bidder have any source of income in the RSA? yes no

If the answer is “no” to all of the above, then, it is a requirement to obtain a tax compliance status/ tax compliance from SARS contacting GovernmentInstitute@sars.gov.za and supplying:

- Details of the foreign entity
- Description of the goods or service being provided
- Name of the South African government institution to whom the service will be provided

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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 a facility of the National Research Foundation and is the national centre for optical and infrared astronomy in South Africa. Its prime function is to conduct fundamental research in astronomy and astrophysics by providing a world-class facility and by promoting astronomy and astrophysics in Southern Africa. SAAO headquarters are in the suburb of Observatory in Cape Town. The main telescopes used for research are located at the SAAO observing station (32°22.795’S 20°48,657’E) near Sutherland in the Northern Cape, a 4-hour drive from Cape Town.

2. Scope of Work

The SAAO requires a service provider for the supply, delivery, installation Block-out Blinds at its site in Sutherland, Northern Cape. Exclude travel and accommodation from the total but supply these as optional extras costs.

3. Specification of Goods being procured

The blinds must be:

- Roller blinds to be 100% block-out – colours to be determined
- To be encased on the sides and the bottom in aluminium frame, with a minimum depth of 30mm each side and sealed-off
- To have a spring-back to pop-up when opened
- To be fitted on the inside of the window frame
- Light should not be able to come through the blind nor frame – therefor block-out of light (Light-tight)
- Easy to operate
- Manual operation

4. Installation / Delivery / Logistics Specification

The successful bidder is to supply and install within the time frames agreed between the SAAO and the successful bidder. The following work times must be adhered to.

Appropriate working times at various areas:

- Visitors Centre: 13:00 – Sunset
- Houses 1-14: Sunrise – Sunset
- Hostel: 14:00 – Sunset
- Technical Workshop: Sunrise – Sunset
- Chalet 1-2: 14:00 – 18:00

a) Local Content Requirements for Designated and Non-Designated Sectors

No local content has been specified for the products.

b) Installation / Delivery / Logistics Specification

Services will range from once-off to monthly to quarterly delivery/ installation and maintenance.

c) Health and Safety Requirements

The contracted supplier shall be solely responsible for the safety and well-being of its employees in accordance with the Occupational Health & Safety Act (OHS Act 85 of 1993).

Ensure that all work performed and/or all equipment used on site are in compliance with the Occupational Health and Safety Act No. 85 of 1993 and any regulations promulgated in terms of this Act

5. Selection and Awarding of Contract

This Quote/Bid is evaluated through a two-stage process.

a) Stage 1 – Selection of Qualified Bidders (from the compliant & technically qualified bids received)

Procurement response/submission are evaluated against the Bid invitation specifications in accordance with the evaluation criteria and scoring set published in this procurement document. Respondents are required to read specification in conjunction with the corresponding evaluation selection criteria.

b) Stage 2 – Awarding of the Contract

The qualifying response(s) / submissions(s) are evaluated on a fair and equal comparison basis taking into account all aspects of the proposals. The contract 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 2017 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.

Objective Reasons – Contracts are awarded in terms of PPPFA section 2(f)

6. Due Diligence of Supply Capacity and Capability

a) Bidder's profile

Bidder is required to provide a profile of themselves for evaluation of their capacity to supply the required equipment including resources, details of agency or distribution agreements that they hold as well as details of equipment that they manufacture.

b) Written references from South African Revenue Services

Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayers profile and tax status. Application for tax compliance status or pin may also be made via e-filing

c) Written references of good supply practices

Bidder is required to provide written reference of its ethical and good practices through completion of the

SBD8 in this procurement invitation.

d) Written references of good pricing practices

Bidder is required to provide written reference of its non-involvement in price collusion through completion of the SBD9 in this procurement invitation.

e) Written declaration of interest between any parties in this procurement

Bidder is required to provide written reference of its non-involvement with members of government and the National Research Foundation through completion of the SBD4 in this procurement invitation.

7. Qualifying Thresholds for Selection (Stage 1) Evaluation

Only procurement responses/ submissions that are 100% acceptable in terms of the Returnable Document List are evaluated.

Bids are scored utilising the following scoring systems set in each evaluation criteria:

Binary scoring - where GO/NO GO scoring is applied, scores of “NO GO” are marked as failed Bidders that do not qualify in stage 1 are not considered in stage 2 – awarding.

8. Stage 1 - Selection on Specifications, Capabilities and Capacities

The following scoring system is utilised for this evaluation, setting the points to be awarded and what this represents for each criteria in the matrix or to the entire matrix:

Total Evaluation Score

$$= [\text{Score} \times \text{weighting} \times \text{No. of Evaluators}] / [\text{Maximum Score} \times 100 \times \text{No. of Evaluators}]$$

SELECTION CRITERIA			To be completed by Bidders	
No	GO/NO GO CRITERIA	GO/NO GO	Yes	No
1	All returnable documents of this bid invitation have been provided and included in the bid submission.	GO/NO GO		
2	All relevant SBDs have been completed	GO/NO GO		
Bidders must score “GO” on all of the above to be considered for the next stage of evaluation.				

9. Contract Management

The award of this procurement is only completed once the contract or the contract form (SBD7) has been signed by the NRF and the appointed supply provider.

The contract is inclusive of services and contract conditions as specified in this document. Where the nature and quantity of supplies are not determinable at the commencement of this contract, this is detailed in the specification section. Where supplies are delivered quantity is variable as and when required, this is detailed in the specification section.

All supplies required in this procurement contract are supplied in accordance with the following sub-processes:

- Request a detailed quotation/ information/ up to date information of the supply required,
- Evaluation of the supply quotation/ information received against the contract and as and when required,

requirements as specified on the request for information,

- Where necessary, request either further detail,
- Where necessary, negotiate upon value of supply quoted,
- The issue of an official Purchase Order for the agreed supply prior to the commencement of the delivery of such required supply and
- The Purchase Order above specifies the exact description and unit pricing as in this contract as well as the quantity, date of the required delivery and location of the delivery.

10. Contract Period

The contract commences with immediate effect upon the signing of the Contract Form – SBD7 and will continue for a duration of 3 years (36 months). The agreement may be terminated with one months' notice by either party or by mutual agreement the contract may be transferred to a company nominated by the supplier.

11. Delivery Verification

NRF representative verifies both delivery and performance prior to signing a certificate of delivery/installation/progress milestone/commissioning evidencing such performance. The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.

12. Supply Performance Management

NRF's representative measures the performance of the supplier in terms of the levels set in the procurement invitation. Performance is also subject to an annual review. Poor performance is managed with the supplier as per the general clauses section. Penalties are applied for poor performance.

STATEMENT OF PERFORMANCE LEVELS FOR SERVICES/GOODS		
PERFORMANCE BEING MEASURED	MEASUREMENT METHODOLOGY	PENALTY AND LEVEL
Installation period must be within 60 working days from start date	Final acceptance by SAAO representative	5% per 7-day week or part thereof.
Poor workmanship	Blinds do not meet requirements Frame does not meet requirement Installation not secure Light is not blocked-out	Contractor to rectify the issue to an acceptable level within 14 working days after report of fault/ not meeting requirements

13. Payment

The NRF undertakes to pay performance verified invoices in full within thirty (30) days from the receipt of the contractors' invoice(s).

No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment. The NRF does not accept pre-dating of invoices.

14. Pricing Schedule for the duration of the Contract (SBD 3.1)

Only firm prices will be accepted. The 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.

Acceptable annual price variations to be negotiated through an annual agreement with the Supplier.

We have the right to cancel the contract if it is felt that prices are not market-related.

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 the section below - Standard Bidding Document 6.1 Preference claim form

OFFER TO BE VALID FOR	90 days	FROM THE CLOSING DATE OF BID.
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BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

ITEM NO	DESCRIPTION OF SUPPLIES	BID/QUOTE PRICE
1	VISITOR CENTRE	
2	SITE WORKSHOP	
3	CHALET SAAO	
4	HOSTEL: Technical Wing	
5	CHALET SALT	
6	HOSTEL: KMTNet	
7	HOSTEL: Student Wing	
8	HOSTEL: Astronomer Wing	
9	TECHNICAL WORKSHOP	
10	HOSTEL: Self-catering unit #1	
11	HOSTEL: Self-catering unit #2	
12	HOSTEL: Room 13 (Occupational Health Clinic - OHC)	
TOTAL (inclusive of VAT)		

Products and services which will be required over the duration of the contract is dependent on circumstance which cannot be determined in advance and are not restricted to the items included in the initial purchase.

The total value of the contract is limited to R500 000 over the contract period.

B-BBEE STATUS LEVEL OF CONTRIBUTION (Per SBD 6.1 below)	Level	Preference Points Claimed

Are detailed price schedules attached? Yes No

Does the offer comply with the specification(s)? Yes No

If the offer does not comply to specification, indicate deviation(s) in a separate attached schedule.

15. Preference points claim form A: (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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 R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80 / 20 preference point system shall be applicable; or
- 1.3. Points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contributor.
- 1.4. 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 score must not exceed	100

- 1.5. 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.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. “**B-BBEE**” means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. “**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;
- 2.3. “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. “**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;
- 2.6. “**functionality**” means the ability of a tenderer to provide goods or services in accordance with

specifications as set out in the tender documents.

- 2.7. "prices" includes all applicable taxes less all unconditional discounts;
- 2.8. "proof of B-BBEE status level of contributor" means:
 - 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. "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;
- 2.10. "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

$$80/20 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

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

- 4.1. 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	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1. B-BBEE Status Level of Contributor: . = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted?%

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

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

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

(Tick applicable box)

YES		NO	
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7.1.1.5. 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 least 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number:

8.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8. 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

8.8.4. 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 –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

8.8.4.3. 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;

8.8.4.4. 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

8.8.4.5. forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

16. Special Conditions of Contract

- a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT
General Conditions of Contract, as issued by National Treasury and published on their website and on the NRF's website (<https://www.nrf.ac.za/procurement/General-Conditions-of-Contract>) are part of this contractual agreement as set out in the Contract Form SBD7.
- b) CLAUSES IN THIS BID INVITATION CONDITIONS OF CONTRACT
All clauses stipulated in this quotation in accordance with the Contract Form SBD7 form part of the Contract.
- c) BID RESPONSE PREPARATION COSTS
The NRF is **NOT** liable for any costs incurred by a bidder in the process of responding to this Bid, including on-site presentations and the proposal a service provider may make and/or submit.
- d) CANCELLATION PRIOR TO CONTRACTING
The NRF has the right to withdraw and cancel this procurement invitation prior to signing the SBD7 contract form.
- e) LATE BIDS/OFFERS/QUOTATIONS ARE NOT CONSIDERED
- f) COLLUSION, FRAUD AND CORRUPTION IS PROSECUTED TO THE FULL EXTENT OF THE LAW
- g) CONFIDENTIALITY OF CONTRACT IS MAINTAINED BY BOTH PARTIES INCLUSIVE OF INFORMATION PROVIDED IN THE PROCUREMENT INVITATION
- h) ALL SUBMITTED DOCUMENTATION IS PERMITTED TO BE VALIDATED BY THE RESPECTIVE TECHNICAL BODY OR ORGANISATION
- i) PRESENTATIONS AND PROOF OF FUNCTIONALITY IS PROVIDED WHERE REQUESTED
- j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION
The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Contractor remain 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 is transferred to the NRF.

17. Supplier due diligence

a) DECLARATION OF INTEREST (SBD 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/adjudging 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/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 ² , 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 last paragraph of this SBD4 document.				
Schedule attached with the above details for all directors/members/shareholders	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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:				

<p>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 document? If No, furnish reasons for non-submission of such proof as an attached schedule</p> <p><i>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</i></p>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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:</p>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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.</p>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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:</p>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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:</p>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Full details of directors/trustees/members/shareholders					
Full Name		Identity Number		Personal Income Tax Reference	State Employee Number / Payroll
Schedule attached with the above details for all directors/members/shareholders					YES NO

18. DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

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.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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 Yes, furnish particulars as an attached schedule:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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 their home page.

19. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, 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 consortium³ 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 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

³ 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.

20. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO: *NRF/SAAO/2021/010*

ISSUED BY: (Procurement Authority / Name of Institution): ***South African Astronomical Observatory***

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

21. SIGNATURE SECTION OF THE STANDARD BIDDING DOCUMENT

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **NATIONAL RESEARCH FOUNDATION** in accordance with the requirements and specifications stipulated in this Bid document at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of Bid.

The following documents shall be deemed to form and be read and construed as part of this agreement even where integrated in this document:

Invitation to Bid (SBD1)	Technical Specification(s);
Bidder's responses to technical specifications, capability requirements and capacity as attached to this document	
Pricing Schedule(s) (SBD3.1)	
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017 (SBD6.1)	
Declaration of Interest (SBD4)	Declaration of Bidder's past SCM practices (SBD8)
Certificate of Independent Bid Determination (SBD9)	General Conditions of Contract

I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) 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 under this agreement as the principal liable for the due fulfilment of this contract.

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 (SBD4, SBD6.1, SBD6.2 where applicable, SBD8, SBD9) is correct and I accept that the state including 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 contract.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____

SUTHERLAND SITE WINDOW SCHEDULE

	BUILDING	HEIGHT(mm)	WIDTH(mm)	QTY	Cost (ea.)	Price
1	VISITOR CENTRE	1370	905	2		
2		1360	900	5		
3		1360	895	4		
4		1360	885	1		
5		1360	880	2		
6		2050	2350	1		
7		1355	2370	1		
8		1355	880	1		
9		650	890	1		
10		450	875	1		
11		630	1930	1		
12		655	1930	1		
Subtotal				21		

	SITE WORKSHOP	1810	960	2		
1		1820	965	1		
2		1210	960	1		
3		1820	970	5		
4		1820	975	1		
5		1820	965	2		
6		630	970	1		
7		470	900	1		
Subtotal				14		

1	CHALET SAAO	555	1190	1		
2		550	1200	1		
3		1160	3010	2		
4		535	1170	1		
Subtotal				5		

1	HOSTEL: Technical Wing	970	1485	1		
2		560	1155	1		
3		965	1480	1		
4		555	1145	1		
5		960	1465	1		
6		555	1150	1		
7		960	1475	1		
8		570	1140	1		
9		600	470	1		
10		600	460	1		
11		595	470	1		
12		1175	1165	1		
13		600	475	1		
14		600	460	1		
15		590	460	1		
16		1170	1165	1		
Subtotal				16		

BUILDING	HEIGHT(mm)	WIDTH(mm)	QTY	Cost (ea.)	Price
1 CHALET SALT	890	475	1		
2	285	425	1		
3	1160	3010	1		
4	1160	3020	1		
5	1180	1945	1		
6	880	945	1		
Subtotal			6		

1 HOSTEL: KMTNet	890	905	1		
2	890	900	1		
3	1480	905	1		
4	890	455	1		
5 Door	1950	660	1		
Subtotal			5		

1 HOSTEL: Student Wing	965	1070	1		
2	960	1065	1		
3	580	565	1		
4	960	1075	1		
5	970	1075	1		
6	565	565	1		
7	970	1060	1		
Subtotal			7		

1 HOSTEL: Astronomer Wing	965	975	1		
2	580	475	1		
3	985	1475	1		
4	960	1480	1		
5	580	480	1		
6	590	455	1		
7	960	1470	2		
8	570	470	2		
9	970	970	1		
10	970	1470	1		
11	975	1475	3		
12	560	455	1		
13	565	450	1		
14	590	475	1		
Subtotal			18		

1 TECHNICAL WORKSHOP	1180	580	4		
2	1190	590	3		
3	1190	580	8		
4	580	1190	1		
5	585	1185	1		
6	575	1190	1		

7	585	1190	1		
8	590	1185	1		
Subtotal			20		

1 HOSTEL: Self-catering unit #1	530	1180	2		
2	880	1110	2		
Subtotal			4		

1 HOSTEL: Self-catering unit #2	880	1120	1		
2	865	1110	1		
3	270	450	1		
4	530	1175	1		
5	290	450	1		
6	530	1180	1		
Subtotal			6		

1 HOSTEL: Room 13 (OHC)	880	1110	1		
2	530	1175	1		
3	270	450	1		
Subtotal			3		

TOTAL

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