



INVITATION TO BID (SBD 1)

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

BID NUMBER: # 90784	CLOSING DATE: Friday, 29 April 2022	CLOSING TIME: 11:00
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BID DESCRIPTION

**PROVISION OF GENERAL BUILDING, GROUNDS AND
FIRE DETECTION MAINTENANCE SERVICES**

**SAAO WISHES TO ENTER INTO AN AGREEMENT WITH THE PREFERRED BIDDER
FOR A PERIOD OF 36-MONTHS
TO PROVIDE BUILDING MAINTENANCE AT CAPE TOWN SITE.**

BID DOCUMENTS ARE TO BE DEPOSITED AT:

EITHER PHYSICALLY OR BY COURIER South African Astronomical Observatory Observatory Road (next to The River Club) Observatory, Cape Town Att: Mpho Kgengwe	ELECTRONICALLY scm@saa.ac.za
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ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person: Mpho Kgengwe
Tel: 021 200 6941
Email: mpho@saa.ac.za
Compulsory Site inspection: Tuesday, 12 April 2022 @ 10:00

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

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

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

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

BID NUMBER:	# 90784	CLOSING DATE:	Friday, 29 April 2022	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					
CSD REFERENCE NUMBER (MAAA...)					
COMPANY REGISTRATION NUMBER					

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" section

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

This bid document set out the requirements for general building maintenance and repairs including fire detection and prevention equipment and grounds maintenance works at the SAAO premises located in the Western Cape Province.

The objective is to provide an effective and responsive service to ensure all maintenance and property defects are dealt with in a prompt and efficient manner and to ensure a safe, productive and comfortable working environment as a first priority.

Appointed service provider(s) may be requested to perform minor or major building refurbishment, new installation of selected building fabric and equipment, render building services and not limited to the supply of labour only for cleaning/grounds maintenance. General Building including Prefab Structure and Grounds Maintenance Services.

Provision of general building maintenance, services and repairs/replacement including but not limited to the following:

- General building and carpentry maintenance and repairs
- Internal and external painting of buildings
- Floor installation and repairs
- Roof repairs and replacement
- Masonry work
- Plumbing works
- Glazing replacement
- Supply of labour only when needed – grounds, general worker or cleaning services
- Maintenance and installation of fire detection and prevention equipment
- Maintenance and installation of access control, CCTV and fence
- Maintenance and installation of LP and Gas systems
- Maintaining, repairs and installation of parking
- Maintenance and repairs of sewage system
- Maintenance of perimeter wall and fence
- Provision of grounds maintenance services including but not limited to the following:
 - Maintenance, installation and repairs to irrigation system.
 - Maintenance, installation of bore hole, water tanks, filtration system and associated equipment
 - Mowing of lawns, cleaning of flower beds, pruning of shrubs and trees, cutting down of trees
 - Sweeping of roads and pavement
 - Asbestos registered removal
 - Cleaning storm water drains, repairing of roads

Building and ground maintenance “works” shall be carried out with skill, care and diligence in terms of the provisions of the contract, stipulations and specifications and to observe any applicable laws, regulations and instructions.

All work performed and parts supplied shall conform to the lowering of the SAAO carbon footprint.

Respond to emergencies within the agreed response time.

Appointed service provider will nominate “Key Account Manager” to act as the key point of contact.

The “Key Account Manager” will attend meetings when required, assist with the monitoring and review of the SLA, and will deal with problems that cannot be routinely resolved by the relevant Supervisor.

Note:

Where required, supply and installation of high-quality equipment and materials.

The appointed service provider charge costs on a monthly basis in accordance with the agreed rates.

Invoice should clearly indicate labour portion and supplied parts.

Breakdowns will be charged on an hourly rate as per the Contract and spare parts will be charged on cost plus mark-up as per Contract.

Supply the SAAO with an annual building and grounds condition report.

Reactive Maintenance

Appointed service provider will carry out reactive maintenance, i.e., unplanned repairs required to restore the electrical services, plant or equipment back to full operational condition.

Provide emergency callout number and cover for 24 hours per day, 7 days a week and 365 days per year.

Reactive maintenance requests will be prioritized and achieved according to the following defined and agreed target times and key performance indicators respectively:

Target times and key performance indicators:

Type of Priority	Priority Description	Agreed Target Times		Key Performance Indicators	
		Response Time after notification	Completion time after notification	Target for Response Time to Tasks	Target for Completion of Tasks
Priority 1 (P1)	Emergency	Within 5 hours	Within 24 hours	85% attended within target response time	80% completed with completion time (subject to access, parts and materials being available)
Priority 2 (P2)	Urgent	Within 10 hours	Within 3 working days	75% attended within target response time	70% completed with completion time (subject to access, parts and materials being available)
Priority 3 (P3)	Non-urgent	Within 24 hours	Within 10 working days	70% attended within target response time	65% completed with completion time (subject to access, parts and materials being available)

Normal call out rates may only apply during normal working hours for emergencies and unplanned/scheduled works.

Emergency call out rates and labour costs may only apply after 17:00 on week days, and on weekends and public holidays.

Planned and Preventative Maintenance, and Annual Service:

Appointed service provider may be expected to conduct inspection of current infrastructure as and provide a report with maintenance proposal addressing infrastructure of facility in order to render them compliant and put an end to unforeseen challenges experienced.

Where required and as directed by the SAAO Site and safety manager, appointed service provider may be directed to perform scheduled preventative maintenance and annual service in line with the respective plant/equipment/system specifications and schedules.

Maintenance and parts replacement shall be done in accordance with the manufacture’s recommendations and in accordance to the good maintenance practice in order to ensure continued operation of the SAAO business.

Report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure

Obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing preventive maintenance annual service

Key Performance Indicator: The appointed service provider shall ensure that 70% of the planned, preventative maintenance and annual service tasks are completed within the agreed target completion time (subject to access, parts and materials being available).

Some maintenance may have to be carried out after hours and/or on weekends as directed by the SAAO facilities Division.

Call out rates will not apply for planned, and preventative maintenance and annual service.

Needs for repairs that are outside scope of preventative maintenance must be approved by the SAAO responsible personnel before commencement of work.

General Requirements

Appointed service provider shall:

Item	Description	Tick appropriate box		
		Fully Comply	Partially Comply	Do not Comply
1.	Demonstrate relevant experience in providing general building and grounds maintenance services. Submit a list of previous related projects			
2.	Deploy sufficient staff on the contract to ensure completion of the works within programme and within normal working hours.			
3.	Ensure timely and efficient execution of the Works with minimum interruption to the SAAO.			
4.	In the event of any delays against the programme the contractor shall expedite the maintenance work to make up any delays			
5.	The appointed service provider must be available for call out 24 hours a day and 365 days per year.			
6.	Respond to Critical callout within agreed timelines after notification;			
7.	Submit proof of current/valid registration with CIDB in (General Building and grounds Works) GB class of construction works and have CIDB contractor grading of 2 GB or higher			
8.	Submit a list of vehicles and Plant/Equipment necessary to meet service levels as specified above. SAAO reserves right to conduct site visit at contractor’s premises and/or inventory audit)			

9.	Ensure adherence to the OHSA Act			
10.	COIDA - Supply a valid certificate of good standing from commissioner			
11.	Ensure that artisans performing the work are qualified, authorized and skilled (a) Include condensed CVs of artisans, highlighting the areas of experience/ competence relevant to the tasks and activities of the maintenance service as outlined above Include copies of certificates of qualifications.			
12.	Ensure that artisans and any other staff member working at the SAAO are issued with safety clothing with the company's name clearly visible. NB: All service providers sub-contractors shall be deemed to be employees of the appointed service provider			
13.	Maintenance Staff must be fully trained and qualified to: (a) Perform the maintenance services (b) Do fault-finding. (c) Do repairs on all the equipment			
14.	Submit evidence of company quality management system			
15.	Submit evidence of company HSE Policy			
16.	Provide a site-specific health and safety file for Observatory Campus			

Required Information

Bidders are required to set out their proposal in the following format:

Item	Description	Please Attach Appendices Referenced	Attached YES or NO or N/A
Organization and personnel	Name of company, address, telephone number, fax number, email address(es) and title(s) of contact person(s).	1	
	A brief history of your firm's organization, number of years in business	2	
	Condensed CVs of artisans, highlighting the areas of experience/ competence relevant to the tasks and activities of the maintenance/service required in this bid Include copies of the Trade Test Certificates of the proposed artisans.	3	
Bidders Processes	Executive Summary detailing bidders understanding of the requirements of this bid and detailed proposed solution to address specific functional/technical requirements of this bid	4	
	Describe the extent of your experience and capabilities in providing services required in this bid	5	

	Main plant and equipment considered necessary for rendering building & Grounds services	7	
	List of vehicles	8	
	Health and Safety Officer and plan/policy/standard operating procedure in place. Include a health and safety file	9	
	Bidders Experience	10	
Legal	Original Valid Tax Clearance Certificate	11	
	Public Liability Insurance cover	12	
	Registration with the workmen's Compensation Fund. A letter of good standing issued by Department of Labour must be submitted with the bid.	13	
	Proof of registration of CIDB 2 GB or higher	14	
References	Provide minimum of 3 contactable client references where provision of grounds and building maintenance services were conducted. Reference to be provided on the client's letterhead.	15	

3. Locations

SAAO Site (Cape Town):

- House 3
- House 8
- Jakaranda
- Stable 3
- Stable 1
- Auditorium
- Main Kitchen

4. Service Delivery Validation

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

5. Payment Intervals

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

6. 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 90 FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

Detail price schedules attached	Yes	No
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Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s) in a separate attached schedule

Bill 1: General Building Maintenance/Service Labour Rate per hour (Monday to Friday)

Provide the rates that will be applicable for labour services that might be required on ad-hoc basis

Personnel	Mon-Friday Rates (Year 1) Excl. VAT		Average Rate (Year 1) Excl. VAT $= \left(\frac{A+B}{2} \right)$	Annual Escalation Rate (%)
	Normal Working Hours (A)	After-Hours (B)		
Supervisor				
Artisan				
Handyman				
Assisstant				
Labourer				
Bill 1: BLENDED RATE Excl. VAT (Taken forward to Summary of Bills-section below)				

Bill 2: General Building Maintenance /Service Labour Rate per hour (Weekend and Holidays)

Provide the rates that will be applicable for labour services that might be required on ad-hoc basis

Personnel	Weekend and Holiday Rates (Year 1) Excl. VAT		Average Rate (Year 1) Excl. VAT $= \left(\frac{C+D}{2} \right)$	Annual Escalation Rate (%)
	Normal Working Hours (C)	After-Hours (D)		
Supervisor				
Artisan				
Handyman				
Assisstant				
Labourer				
Bill 2: BLENDED RATE Excl. VAT (Taken forward to Summary of Bills-section below)				

Bill 3: General Grounds Maintenance /Service Labour Rate per hour (Weekend and Holidays)

Provide the rates that will be applicable for labour services that might be required on ad-hoc basis.

Personnel	Monday to Friday Rates (Year 1) Excl. VAT	Average Rate (Year 1) Excl. VAT	Annual Escalation Rate (%)
	Normal Working Hours		
Supervisor			
Groundsman			
Labourer			
Bill 3: BLENDED RATE Excl. VAT (Taken forward to Summary of Bills-section below)			

Bill 4: Fire Detection Maintenance/Service Labour Rates per hour (Weekend and Holidays)

Provide the rates that will be applicable for labour services that might be required on ad-hoc basis.

Personnel	Monday to Friday Rates (Year 1) Excl. VAT	Average Rate (Year 1) Excl. VAT	Annual Escalation Rate (%)
Supervisor			
Artisan			
Assisstant			
Labourer			
Bill 4: BLENDED RATE Excl. VAT (Taken forward to Summary of Bills-section below)			

Summary of Bills

BILL NUMBER	BILL DESCRIPTION	AMOUNT (Excl. VAT)
1.	General Building Maintenance/Service Labour Rate per hour (Monday to Friday)	
2.	General Building Maintenance/Service Labour Rate per hour (Weekend and Holidays)	
3.	General Grounds Maintenance/Services Labour Rate per hour (Monday to Friday)	
4.	General Fire Detection Maintenance/Service Labour Rate per hour (Weekend and Holidays)	
	Sub-Total (Bills 1 to 4)	
	Add VAT @15%	
	TOTAL	

Mark-up on materials including equipment

Provide mark-up rates that will be applicable for materials, parts purchased and new installation equipment, building construction or prefab.

Material amount excl. VAT	Percentage (%) Markup
Up to R 2 000	
R 2 001 to R 5 000	
R 5 001 to R 10 000	
R 10 001 to R15 000	
Above R15 000	
Average (sum of percentages divide by 5)	

7. Selection and Awarding of Contract

This bid is evaluated through a two stage process.

7.1. 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.

7.2. 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.

Administration - Contracts are awarded where bidders have supplied the relevant administrative documentation especially the tax certificate and CSD to be compliant.

SELECTION CRITERIA			To be completed by Bidders	
No	GO/NO GO CRITERIA	GO / NO GO	Yes	No
1	Completed RFQ document	GO/NO GO		
2	Formal quotation in PDF format	GO/NO GO		
3	Copy of latest certified B-BBEE certificate or Affidavit	GO/NO GO		
4	CSD Report	GO/NO GO		
5	COIDA certificate	GO/NO GO		
6	Proof of current/ valid CIDB registration, level 2 or higher	GO/NO GO		
7	Three (3) Written references	GO/NO GO		
Bidders must score "GO" on all of the above to be considered for the next stage of evaluation.				

8. NRF's Conditions of Contract

a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract, as issued by National Treasury, are part of this contractual agreement and are made available on the NRF Website (www.nrf.ac.za). Click on "Bids" and select "Call for Bids". The conditions of contract stipulated in this bid invitation form part of the conditions of contract applying to this document.

b) NOT LIABLE FOR BID RESPONSE PREPARATION COSTS

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

c) CANCELLATION PRIOR TO AWARDING

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

d) LATE BIDS.

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

e) COLLUSION, FRAUD AND CORRUPTION

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

f) CONFIDENTIALITY

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

g) VALIDITY PERIOD

The bid has a validity period of 60 days from date of closure of the bid.

h) VALIDATION OF SUBMITTED DOCUMENTATION

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

i) PRESENTATIONS AND PROOF OF CONCEPT

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

j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

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

document is prohibited.

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

k) **INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES**

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

l) **PENALTIES**

A 5% penalty will be applied on the contract value, for every week exceeding the period agreed upon as per Paragraph 7.

9. SUPPLIER DUE DILIGENCE

9.1. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

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

the bidder is employed by the state; and/or

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

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

Full Name of bidder or his or her representative:

Identity Number:

Position occupied in the Company (director, trustee, 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 state? If so, furnish the following particulars in an attached schedule: YES/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? 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

YES/NO

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

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

YES/NO

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

YES/NO

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

YES/NO

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

YES/NO

9.2. 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

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

I, the undersigned, in submitting this bid in response to the invitation for the bid made by **NATIONAL RESEARCH FOUNDATION** do hereby make the following statements that I certify to be true and complete in every respect:

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

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

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

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

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

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

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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.

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.

10. 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.

QUOTES SUBMISSION:

Kindly submit all quotes electronically, to Mpho Kgengwe.

Email: scm@saa.ac.za

NB: Compulsory site inspection to be held on: Tuesday, 12 April 2022 @ 10h00.

Closing for submission of quotes: Friday, 29 April 2022 @ 11:00.

Please inform us if you are unable to submit a quote.

NO LATE SUBMISSIONS WILL BE ACCEPTED.