



NRF
National Research
Foundation

SAAO

South African
Astronomical Observatory

REQUEST FOR QUOTE (RFQ)

(SBD 1)

SAAO seeks quotations for Goods below five hundred thousand rand (R500 000).

PART A

QUOTATION NUMBER:	NRF/SAAO/2022/009	VALIDITY PERIOD FROM DATE OF CLOSURE:	90 days
CLOSING DATE:	27 May 2022 @ 11:00	All Bids/Quote 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)			
CONTRACT FOR RENTAL AND MAINTENANCE OF WATER DISEPNSERS FOR 36 MONTHS (3 YEARS)			
<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	None	Date and time:	
	Not Compulsory	Location:	
As a Service Provider, you are deemed to have read and accepted these condition			
Invitation to quote documents may be submitted in an electronic format (PDF) to: scm@saa.ac.za			
Enquiries can be directed to : 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"/>
ACCREDITED REPRESENTATIVE <i>[Tick applicable box]</i>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? If Yes, please enclose proof.		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? IF YES ANSWER PART B:3 BELOW		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
LEGAL IDENTITY PROOF <i>[Tick applicable box]</i>			
Certified copies of Certificate of Incorporation (as per entity type) enclosed?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
REGISTERED SUPPLIER <i>[Tick applicable box]</i>			
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 Process

Register 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**. Contact person for assistance at SAAO: SCM Department – scm@sao.ac.za (telephone: 021 4470025)

Supplier is registered on the Treasury Central Supplier Database (CSD)

Yes

If yes, provide the:

No

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.)		

PART B

1. TAX COMPLIANCE REQUIREMENTS	
<p>1.1 Bidders must ensure compliance with their tax obligations.</p> <p>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.</p> <p>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.</p> <p>1.4 Bidders may also submit a printed tax clearance certificates (TCS) together with the bid.</p> <p>1.5 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / Pin / CSD number.</p> <p>1.6 Where no TCS is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.</p>	
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
<p>2.1 Is the bidder a resident of the republic of South Africa (RSA)? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>2.2 Does the bidder have a branch in the RSA? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>2.3 Does the bidder have a permanent establishment in the RSA? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>2.4 Does the bidder have any source of income in the RSA? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>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:</p> <ul style="list-style-type: none"> • 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 is looking to appoint a service provider for rental and maintenance of water dispensers to SAAO in Observatory, Cape Town as well as weekly supply of water refill bottles. The contract duration will be for 36 months (3 years).

3. Specification of Goods being procured

The SAAO requires the rental and maintenance of water dispensers.

- Floor standing water dispenser
 - Hot and cold water option
 - 2 Litres per an hour cold
 - 5 Litres per an hour hot
 - 90 Watt compressor unit
 - Push to fill taps
 - Colour: Grey/ Silver
- Weekly delivery of 18.9L water dispenser bottles
 - Empty bottles to be collected upon delivery of filled bottles
 - Quantities may vary each week – exact quantities to be delivered will be advised



Delivery and installation: SAAO, Observatory Road, Observatory, 7925

4. Delivery / Logistics Specification

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

No local content has been specified for the products/services supplied in this contract other than the contracted suppliers being required to be based locally in South Africa.

(b) Delivery / Logistics Specification

Delivery will be on a weekly basis. Order to be delivered within 48 hours after order is placed/ requested.

(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.

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.

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

6.1 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.

6.2 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

6.3 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.

6.4 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.

6.5 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

.= [Score x weighting x No. of Evaluators]/[Maximum Score x 100 x No. of Evaluators]

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	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 we issue you with an official order confirmation.

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, and
- The issue of an official Works/Supply Instruction Purchase Order for the agreed supply prior to the commencement of the delivery of such required supply.
- The Purchase Order above specifies the exact description including catalogue numbers 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 SAAO issuing you with an official order confirmation and will continue for a period of 36 months (3 years) or once the contract value has been reached. The value will be advised upon the order. 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.

13. Payment

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

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

ITEM NO	QUANTITY (unit of measure)	DESCRIPTION OF SUPPLIES	RATE/UNIT PRICE (per unit of measure)	BID/QUOTE PRICE
1	15	Monthly rental cost for Floor standing water dispensers <ul style="list-style-type: none"> • Floor standing water dispenser <ul style="list-style-type: none"> ○ Hot and cold water option ○ 2 Litres per an hour cold ○ 5 Litres per an hour hot ○ 90 Watt compressor unit ○ Push to fill taps ○ Colour: Grey/ Silver 		
2		18.9L water dispenser bottles (filled) <ul style="list-style-type: none"> • Estimation of ~10 bottles per week 		
3				
4				
5				

TOTAL (inclusive of VAT) (pricing will be for the year)

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.

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. 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 (www.nrf.ac.za Click on "Procurement" and select "Supplier Registration"), are part of this contractual agreement as set out in the official order confirmation.
- 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.

16. Supplier due diligence

16.1 DECLARATION OF INTEREST

(SBD 4)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

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

3.3 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² 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.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder