REQUEST FOR QUOTATIONS (RFQ)

GOODS		**SERVICE**	**X**

DESCRIPTION:	Appointment of a Panel of Suitably Qualified and Experienced Building Maintenance Contractors to Provide Construction and Maintenance Services at the NRF-SAAO Site in Sutherland, Northern Cape, for a Period of Three (3) Years
RFQ NUMBER:	**NRF/SAAO/RFQ/120206**
DATE ISSUED:	05 November 2026
COMPULSORY BRIEFING SESSION/SITE VISIT DETAILS	Old Fraserburg Road, Sutherland, Northern Cape, 6920 Date: Wednesday 18 November 2026 Time: 08:30 am Venue: Boardroom, South African Astronomical Observatory (SAAO), Sutherland, Northern Cape
CLOSING DATE AND TIME:	27 November 2026 at 16:00 pm
QUOTATIONS TO BE SUBMITTED TO:	scm@saao.ac.za
PREFERENCE POINTS SYSTEM:	80/20
DELIVERY INFORMATION	
LOCATION:	Old Fraserburg Road, Sutherland, Northern Cape, 6920
LEAD TIME (purchase order date)	As and when required

Enquiries relating to bidding procedures may be directed to:		**Technical enquiries may be directed to:**	
Contact person:	SCM	**Contact person:**	SCM
E- Mail address:	scm@saao.ac.za	**E- Mail address:**	scm@saao.ac.za
Telephone No:	021 201 1634	**Telephone No:**	

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SUPPLIER INFORMATION

Name of Bidder Name:					
Street Address:					
Telephone Number					
Code		Number			
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		**OR**	Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. ❑ Yes ❑No		**B-BBEE Status Level Sworn Affidavit**	Tick Applicable Box. ❑ Yes ❑No	
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]					
Are you the accredited representative in South Africa for the goods/services/works offered?	❑ Yes ❑No [If yes enclose proof]		**Are you a foreign-based supplier for the goods/services/works offered?**	❑ Yes ❑No [If yes, answer the questionnaire below]	

Is the entity a resident of the Republic of South Africa (RSA)?	❑ Yes ❑No
Does the entity have a branch in the RSA?	❑ Yes ❑No
Does the entity have a permanent establishment in the RSA?	❑ Yes ❑No
Does the entity have any source of income in the RSA?	❑ Yes ❑No
Is the entity liable in the RSA for any form of taxation?	❑ Yes ❑No

If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).

1. INTRODUCTION TO THE NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the Auditor-General of South Africa (AGSA) on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store,
update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

1.1. INTRODUCTION TO THE BUSINESS UNIT (SAAO) RESPONSIBLE FOR THIS RFQ

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

2. SUPPLY SPECIFICATIONS

SAAO invites the submission of quotations for the following:

Appointment of a panel of suitably qualified and experienced building maintenance contractor for the upkeep, modification, alteration, repairs and maintenance of SAAO building infrastructure at the Sutherland site for a period of three (3) years.

The objective is to appoint a panel of service providers to deliver scheduled, preventative, corrective, and emergency maintenance services across all buildings, structures, and related site infrastructure.

The contractor must keep the facilities safe, operational, compliant, and visually acceptable, while minimizing any disruption to day-to-day activities.

The panel will operate on a rotational basis.

Should the supplier allocated to provide a particular service be unable to fulfil the requirement, SAAO reserves the right to allocate the requirement to the next supplier on the panel.

SAAO reserves the right to procure services outside of this contract where none of all appointed service providers are able to meet the required service, or where SAAO, at its discretion, deems it necessary to do so.

2.1 General conditions and information:

- A compulsory site briefing must be attended in Sutherland. The briefing will provide bidders with a comprehensive understanding of site infrastructure, site conditions, operational requirements, and procurement expectations. Failure to attend the mandatory briefing session will result in automatic disqualification from further consideration.

COMPLUSORY BRIEFING SESSION\ SITE VISIT DETAILS

Mandatory - SAAO, Old Fraserburg Road, Sutherland Northern Cape, 6920

Date: Wednesday, 18 November 2026

Time: 08:30 am

Venue: Boardroom, South African Astronomical Observatory (SAAO), Sutherland, Northern Cape.

Limited transport and hostel accommodation at SAAO Sutherland is available on a first come first served basis. The shuttle departs from SAAO Head Office, Observatory, Cape Town at 11h00 am on 17 November 2026 and returns to Cape Town the following afternoon.

Please be on site by 10:30 am if you will be making use of our shuttle services and

accommodation.

RSVP to scm@saao.ac.za by Thursday, 12 November 2026 at 12:00 pm, indicating whether you will

attend the site visit, as well as whether you wish to make use of our shuttle and

accommodation services.

Only one representative per company can be accommodated on the shuttle and in the

hostel.

- Work will be requested on an as-and-when-required basis. The SAAO will issue a purchase order for each request, which will be issued separately and must be quoted for individually before work commences.
- The successful bidders shall be responsible for the procurement, sourcing, supply, delivery and availability of all materials, hardware, equipment, components, tools, and related items required for the proper execution and completion of each project or work instruction issued under this RFQ.
- The SAAO is committed to promoting local economic development and meaningful community participation. The panel of service providers are encouraged, where practicable and subject to the skills and capacity required for the relevant project, to utilise the local community within the Karoo Hoogland Local Municipality. This may include the employment of local community members and the engagement of local businesses in the delivery of works and services under this appointment.

- The appointed panel of service providers shall be responsible for maintaining the work area in a clean, orderly, and safe condition at the end of each working day. All construction rubble, waste, and surplus materials generated during the execution of the works shall be removed from site and disposed of at an approved municipal disposal facility. Given the regular presence of visitors and guests at the SAAO site, the panel of service providers shall ensure that all works are undertaken in a manner that preserves the safety, accessibility, and aesthetic condition of the site at all times.
- The panel of service provider is responsible for the health and safety of its personnel. SAAO shall not be liable for any loss, theft, incident, injury, or fatality arising from the panel's failure to implement and enforce applicable health and safety standards at the construction site.
- All panel of service providers work must comply with SANS 10400 building standards and regulations.
- The successful panel of service providers shall provide competent site supervision, suitably qualified artisans, and sufficient resources, including tools, materials, equipment, and labour, to ensure compliance with the response times and service requirements stipulated in the scope of work below.

2.2 Detailed Specification

The panel of service providers shall provide all equipment, plant, tools, consumables, materials, labour and supervision necessary to perform and execute the required services.

Services shall include, but not be limited to the list below:

2.2.1 Building and Facility Maintenance

- General building repairs
- Bricklaying and masonry work
- Concrete repairs and form work
- Skimming and Plaster repairs
- Flooring repairs
- Interior and exterior painting
- Drywall partitioning and fixings
- Ceiling repairs, replacement or installation
- Window replacement and glazing repairs
- Carpentry and joinery
- Doors, locks, hinges and door closure maintenance, repairs or installation.
- Balustrades, handrails and guard rail repairs and installation.

2.2.2 Roofing

- Roof assessments
- Leak detection
- Waterproofing
- Roof sheet repair and replacement where necessary.
- Bargeboards and flashings
- Facias and soffit repairs and replacements
- Roof structure integrity inspections, repairs and modifications.
- Roof screw replacements where applicable
- Gutters and downpipe repairs and maintenance

2.2.3 Civil Work

- Paving and kerb repairs, installation and maintenance
- Retaining Wall and Gabion installation and repairs
- Stormwater drainage maintenance and repairs
- Concrete water channels repair and installation
- Vibracrete wall repairs and installation
- Concrete work and screeding
- Tiling (wall and floors)
- Trenching and excavation
- Septic tank repairs and installation

2.2.4 Carpentry

- Timber/Wood structures
- Doors and frames
- Skirtings
- Cupboards and shelving
- Joinery

2.2.5 Painting

- Internal and external walls
- Damp proofing
- Wooden surfaces
- Steel/metal surfaces
- Galvanising
- Window frames
- Varnishing of timber surfaces
- Roof painting and waterproofing
- Road marking

2.2.6 Plumbing

- Sewer line upgrades, repairs and maintenance
- Toilet bowl and cistern installation and maintenance
- Basin installation and repairs
- Leak detection (in walls, floors or decking)
- Taps and faucets
- Baths, Sinks and Showers
- Geyser installation, repairs and maintenance (normal, solar and geyserwise systems)
- Water mains and piping repairs, maintenance and installation
- Valves, flanges and fittings
- Heat pumps and water pumps where applicable
- Drainage

2.2.7 Safety and fixtures

- Installation and repairs of safety gates, louvres, burglar bars and anchor points for cable fastening.
- Replacement, installation, rekeying and coding of various door lock types (cylinder deadlocks, combination locks, mortise, smart locks, digital biometric door locks)
- Glazing for replacements for windows (laminated, frosted, sand blasted or safety glass)
- Repairs and installation of safety cages for gas cylinders

2.2.8 Corrective Maintenance

The panel of service providers shall attend to faults and defects reported by the SAAO.

Repairs shall include:

- Water leaks and burst pipes
- Structural defects
- Storm or fire damage
- Breakdown maintenance
- Vandalism
- Emergency repairs

2.2.9 Special Works

- Alterations and upgrades to existing on-site accommodation, laboratories and office

buildings

- Installation of small-scale structures such as sheds, guard huts and storage units
- Supervised and controlled excavation works; Locate and identifying of underground service cables and piping prior to trenching/digging
- Installation of wheelchair ramps, handrails and ADA-approved restrooms (accessible facilities)
- Foundation, slabs and pillar erections for shipping container placements
- Provide as-built drawings where applicable

2.3 Scaffolding

The panel of service providers shall, as and when required, provide scaffolding necessary for the safe and compliant execution of the works. The tendered rate shall be deemed to include all costs associated with the supply, delivery, erection, alteration, maintenance, inspection, certification, dismantling and removal of scaffolding, including any labour, equipment, tools, transport and statutory compliance requirements applicable thereto.

2.4 Emergency maintenance

Emergency maintenance services shall be available 24hours per day, 7 days per week, 365 days per year.

Typical emergencies include:

- Compromised roof sheets and roof failure
- Structural failures
- Storm and natural disaster damage
- Flooding
- Broken doors and windows affecting security
- Unsafe building conditions

2.5 Response Times

Due to the remote rural location of the Sutherland site and the limited availability of hardware suppliers, building materials and related resources within the surrounding area, response and completion times shall be managed in accordance with the priority levels set out below. Where appropriate, and subject to SAAO approval and applicable procurement requirements, the appointed contractor may utilise suitably qualified local subcontractors to assess and execute

minor works in order to meet the required service response times and standards set out in the table below:

Priority	Response time	Completion target
Emergency	Within 12 hours after receivi notification (subject to mate availability)	Within Three (3) working days
Urgent	Within 24 hours after receivi notification (Subject to mate availability)	Within Five (5) working days
Normal	Within 48 hours after receivi notification	Within Ten (10) working days

2.6 Occupational Health and Safety requirements

The appointed contractor shall comply with all applicable occupational health, safety, construction and site-access requirements, including, but not limited to, the following:

- the Occupational Health and Safety Act, 85 of 1993, and all regulations issued thereunder;
- the Construction Regulations and National Building Regulations applicable to the works;
- all relevant South African National Standards (SANS) applicable to the services and works performed;
- SAAO site safety rules, access-control requirements, area restrictions, and all required safety and information signage.

Prior to commencing any work, and for the duration of the contract, the contractor shall submit and maintain the following health and safety documentation and controls:

- Submit and maintain an up-to-date Safety, Health, Environment and Quality (SHEQ) file to the SAAO for review prior to commencement of any work and for the duration of the contract.
- task-specific risk assessments and method statements approved before work commences;
- emergency procedures, safe work procedures and any applicable permits or approvals required for the works;
- appropriate personal protective equipment, protective clothing and fall-arrest equipment, where required, for all personnel performing the works.

2.7 Quality management

The contractor shall ensure that:

- All materials supplied and used in the execution of the works shall be new, fit for purpose, and, where practicable, of the same or equivalent specification, quality and standard as the existing items, unless otherwise approved in writing by the SAAO.
- Finished work is neat and professionally executed.
- All work complies with manufacturer's specifications.
- Repairs shall be permanent, safe, fit for purpose, and shall preserve or restore the structural integrity of the affected building element or infrastructure component.
- Defective workmanship is rectified at no additional cost.

2.8 Guarantee/Warrantee

The appointed panel of service providers shall provide a written workmanship warranty, issued on the contractor's official company letterhead, for all work performed under this RFQ. The warranty shall be valid for a minimum period of twelve (12) months from the date of completion and acceptance of the relevant work by the SAAO. The warranty letter must be signed and dated by an authorised representative of the contractor. Any defects arising from poor workmanship within the warranty period shall be rectified by the contractor at no additional cost to the SAAO.

All works executed under this RFQ shall comply with the approved specifications, drawings, scope of work, applicable legislation, relevant standards, manufacturer's requirements and generally accepted industry practice. The panel of service providers shall be responsible for ensuring that all completed work is fit for purpose, safe, durable and acceptable to the SAAO.

2.9 Accommodation

Subject to availability and the duration of the applicable project or work instruction, limited accommodation may be made available at the SAAO Sutherland hostel. Meals are provided daily between 07h30 and 18h00. Contractors requiring accommodation shall make the necessary arrangements in advance with the SAAO Facility Manager and shall submit full details of all personnel who will be accommodated on site and engaged in the execution of the works. Any approved accommodation and meal costs incurred for the relevant period shall be recovered from the panel of service providers.

2.10. procurement sub-processes after contract award

- Request for detailed quotation
- Evaluation and possible negotiation
- Issue Purchase Order
- Purchase Order to specify item description, and quantity

• No delivery or service may commence without an official purchase order unless advised otherwise

2.11. Quotation structure requirements after the contract is awarded

• Contractor may be asked to inspect and quote prior to work commencement

The contractor's quotation must include:

• Contract number

• Quantity and unit prices

• Third-party quotes (where applicable)

• Third-party items charged at cost + mark-up (%) (VAT excluded from mark-up)

• Indicate Delivery timeline and site

• Materials and labour breakdown

• Submission to Site & Safety Officer for approval

• SCM will issue PO prior to any work commencing in site Include all transport, delivery, and travel costs

• Detailed breakdown required on all invoices- no invoices will be processes without official PO having been issued by SAAO unless agreed upon with the relevant SCM department

2.12. Call-out and response times

• Standard response: Within 24 - 48 hours

• Emergency repairs: Within 5 hours (24/7 including public holidays)

2.13. Quality control

• Quality control is the sole responsibility of the contractor

• Site & Safety Officer may halt substandard work

• High attention to detail required at all times

• All staff to wear PPE when on site

2.14. Subcontracting Policy

• No subcontracting without prior written consent

• Unauthorized subcontracting is a material breach

• All new materials and repairs must include a written guarantee

• Defects liability period applies as per manufacturer's standards

2.15. Contract period

- Contract starts upon issue of official order
- Valid for 3 years or until contract value is exhausted

2.16. Delivery verification

- SAAO representative to verify delivery, installation, or work completion
- Signed verification must accompany the supplier invoice Note: This Request for proposal is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to SAAO.

Final acceptance of any proposal is not guaranteed, this being the exclusive right of SAAO.

3. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2	Specification evaluation and eligibility
Phase 3:	**80/20 preferential point system in terms of PPPR22** - 80 – Price (VAT and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - **Specific goals***: relevant in accordance with the B-BBEE Codes of Good Practice and the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability*

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	**Mandatory (M) / Optional (O)**
Signed SBD 1 form	**M**
Signed and completed SBD 3.1 form (pricing schedule)	**M**
Signed and completed SBD 4 form	**M** (=> R 2 000)
Signed and completed SBD 6.1 form	**M** (=> R 2 000)
Valid BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs	**O** (preference points will not be allocated if not submitted)
CIDB grading of **2GB or higher**	**M**
Bidder must submit company profile demonstrating the bidder's capacity, relevant experience, resources, and	**M**

capability to perform works of a similar nature and scope.	
Bidder must submit three (3) reference letters or purchase order or appointment letters for projects completed in building maintenance, repairs and renovations or similar projects for the past five (5) years – (2021- 2026). SAAO may contact these references for clarification on any aspect of the reference given.	**M**
Bidder must submit a valid letter of good standing issued by the Compensation Commissioner or COIDA certificate	**M**
NHBRC Registration certificate	**M**
Bidder must submit a current and valid Public Liability Insurance of at least R2 000 000	**M**

4. PRICING SCHEDULE – FIRM PRICES PURCHASES (SBD 3.1)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

IF YOUR PRICES ARE VARIABLE (SUBJECT TO CHANGE), PLEASE SPECIFY THE VARIABLES THAT WILL AFFECT THE PRICE.

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule below in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please submit separate quotation in company letter head

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PART A (LABOUR) YEAR 1 - EXCLUDING VAT						
Item	**Description**	**Qty**	**Rate Per Hour (Monday to Friday)**	**Rate per Hour (After Hour Rate Inclusive of Saturday)**	**Rate Per Hour (Sunday and Public holiday**	**Year One (1) Total Cost**
1.	Construction Manager	1	R	R	R	R
2.	Supervisor/Foreman	1	R	R	R	R
3.	Qualified Bricklayer/builder	1	R	R	R	R
4.	Qualified Plasterer	1	R	R	R	R
5.	Qualified Carpenter	1	R	R	R	R
6.	Qualified Tiler	1	R	R	R	R
7.	Qualfied Painter	1	R	R	R	R
8.	Certified Scaffold erector/Certifier	1	R	R	R	R
9.	Artisan Assistant	1	R	R	R	R
10.	General worker/labourer	1	R	R	R	R
11.	Call-out fees	1	R	R	R	R
					SUB-TOTAL FOR YEAR 1	**R**

PART A (LABOUR) YEAR 2 - EXCLUDING VAT						
Item	**Description**	**Qty**	**Rate Per Hour (Monday to Friday)**	**Rate per Hour (After Hour Rate Inclusive of Saturday)**	**Rate Per Hour (Sunday and Public holiday**	**Year Two (2) Total Cost**
1.	Construction Manager	1	R	R	R	R
2.	Supervisor/Foreman	1	R	R	R	R
3.	Qualified Bricklayer/builder	1	R	R	R	R
4.	Qualified Plasterer	1	R	R	R	R
5.	Qualified Carpenter	1	R	R	R	R
6.	Qualified Tiler	1	R	R	R	R
7.	Qualfied Painter	1	R	R	R	R
8.	Certified Scaffold erector/Certifier	1	R	R	R	R
9.	Artisan Assistant	1	R	R	R	R
10.	General worker/labourer	1	R	R	R	R
11.	Call-out fees	1	R	R	R	R
					SUB-TOTAL FOR YEAR 2	**R**

PART A (LABOUR) YEAR 3 - EXCLUDING VAT						
Item	**Description**	**Qty**	**Rate Per Hour (Monday to Friday)**	**Rate per Hour (After Hour Rate Inclusive of Saturday)**	**Rate Per Hour (Sunday and Public holiday**	**Year Three (3) Total Cost**
1.	Construction Manager	1	R	R	R	R
2.	Supervisor/Foreman	1	R	R	R	R
3.	Qualified Bricklayer/builder	1	R	R	R	R
4.	Qualified Plasterer	1	R	R	R	R
5.	Qualified Carpenter	1	R	R	R	R
6.	Qualified Tiler	1	R	R	R	R
7.	Qualfied Painter	1	R	R	R	R
8.	Certified Scaffold erector/Certifier	1	R	R	R	R
9.	Artisan Assistant	1	R	R	R	R
10.	General worker/labourer	1	R	R	R	R
11.	Call-out fees	1	R	R	R	R
					SUB-TOTAL FOR YEAR 3	**R**

PART B

PART B -SAFETY, TRAVEL AND ACCOMODATION EXCLUDING VAT						
Item	**Description**	**Qty**	**Unit of Measure**	**Year One (1) Total Cost**	**Year Two (2) Total Cost**	**Year Three (3) Total Cost**
1.	SHEQ File (once off)	1	One file	R		
2.	Scaffolding	Provisional	M² per week	R	R	R
3.	Accommodation	Per person	Per Night	R	R	R
4.	Travel rates per in line with AA rate	1	Per km	R	R	R
	SUB-TOTAL FOR EACH YEAR			**R**	**R**	**R**
1	**Mark-up percentage on materials for the duration of the contract.**	1		%		

FINAL BID PRICE SUMMARY

This is the important section to include at the end of the pricing schedule.

PRICING COMPONENT	SUB-TOTAL FOR YEAR 1. VAT	YEAR 1 VAT	TOTAL YEAR 1 INCL. VAT	SUB-TOTAL FOR YEAR 2 EXCL. VAT	YEAR 2 VAT	TOTAL YEAR 2 INCL. VAT	SUB-TOTAL FOR YEAR 3 EXCL. VAT	YEAR 3 VAT	TOTAL YEAR 3 INCL. VAT
Sum Part A – Labour	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___
Sum Part B – Safety, Scaffolding, Travel & Accommodation	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___	R ___
FINAL ANNUAL BID TOTAL	R ___	R ___	**R ___**	R ___	R ___	**R ___**	R ___	R ___	**R ___**
FINAL SUM TOTAL FOR A AND B INCLUDING VAT	**R ___**								

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5. BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

1) Price(s) quoted must be valid for at least (60) days from date of your offer.
2) Price(s) quoted must be inclusive of VAT, if applicable.
3) The bidder is required to submit:
   a) Proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
   b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1
   c) A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
4) **No award will be made to a service provider who is not registered on CSD**. To register https://secure.csd.gov.za/.
5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (VAT inclusive).
7) For goods/ services below R 2000 the successful bidder will be one with cheapest acceptable quotation.
8) SAAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SAAO does not bind itself to accepting the lowest quotation.
9) This request for quotations is subject to the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
10) **Payment terms is within 30 days from date of receipt of invoice and when goods have been delivered**. (**No Pre- Payment allowed).**
11) **Where supplier terms and conditions are different from SAAO set terms and conditions, set terms and conditions must be mutually agreed upon. Otherwise, the National Treasury General Conditions of Contract (GCC) will govern.**

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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.

2.2

Full Name	Identity Number	Name of State institution

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:

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.

……
……

2.3 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.

3.5 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.

3.6 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.

3.7 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer* must submit Proof of B-BBEE Certificate or Sworn Affidavit.**

Specific Goals	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contribution 1 to 3	8	
B-BBEE Status Level of Contribution 4 to 6	6	
B-BBEE Status Level of Contribution 7 to 8	2	
Supplier that is at least 51% Black-owned	3	
Supplier that is at least 51% Black female-owned	3	
Supplier that is at least 51% Black youth-owned	1	
Supplier that is at least 51% owned by People with Disabilities	1	
EME or QSE	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm…….

4.2. Company registration number: ……...

4.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I

acknowledge that:

i) The information furnished is true and correct;

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

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

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

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

.....

.....

.....

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SAAO and the successful bidder. The contract is not attached, however is accessible on SAAO's website - https://www.saao.ac.za/tenders/

National Research Foundation | SAAO South African Astronomical Observatory

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SAAO in accordance with the ,conditions requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk.

My offer remains binding upon me and open for acceptance by SAAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).
I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder: