



**SAASTA**  
South African Agency for Science  
and Technology Advancement

**Celebrating 25 Years of Research, Innovation, Impact and Partnerships**

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0001

|                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REQUEST FOR QUOTATION (RFQ) NUMBER:                                                                         | <b>RFQ-84-2024-2025</b> (Please use this number as reference when sending quotations and supporting documentation)                                                                                                                                                                                                                                                                                                                                                |
| DESCRIPTION                                                                                                 | The National Research Foundation  SAASTA (NRF SAASTA) wishes to appoint a suitable CIDB grade 1 GB (or higher) service provider to remove and dispose old gutter system and install new gutter system at SAASTA office.                                                                                                                                                                                                                                           |
| RFQ ISSUED DATE                                                                                             | <b>31 July 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| RFQ VALIDITY PERIOD                                                                                         | 60 days from the closing date.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| CLOSING DATE                                                                                                | <b>20 August 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| CLOSING TIME                                                                                                | <b>11:00am</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| EXPECTED DATE SERVICES IS REQUIRED                                                                          | <b>August 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| COMPULSORY BRIEFING SESSION: VENUE:<br>ADDRESS:<br>AVAILABILITY OF ADDITIONAL INFORMATION:<br>RSVP DETAILS: | <b>13 August 2024 at 10:00 –11:00am</b><br>SAASTA Auditorium<br>SAASTA, Didacta Building, 211 Nana Sita Street, Pretoria Central<br>Bidders attending will be provided with details of the required renovations at this meeting including a site-walk. Bidders not attending the compulsory briefing will not be eligible to bid.<br>Please RSVP to <a href="mailto:TF.Mothupi@saasta.nrf.ac.za">TF.Mothupi@saasta.nrf.ac.za</a> by <b>12 August 2024 16:00pm</b> |
| DELIVERY ADDRESS OF GOODS/SERVICES                                                                          | <b>SAASTA, 211 Nana Sita Street, Didacta Building, Pretoria, 0001</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| RFQ RESPONSES MUST BE EMAILED TO:                                                                           | All quotations should be emailed to <a href="mailto:quotes1@saasta.ac.za">quotes1@saasta.ac.za</a> . Failure to follow these instructions will result in your quote not being considered.                                                                                                                                                                                                                                                                         |

**RFQ-84-2024-2025**

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**BOARD MEMBERS:** Prof Mosa Moshabela (*Chairperson*), Mr Mark Brits, Dr Len Konar, Prof Pumla Gobodo-Madikizela, Prof Glenda Gray, Ms Lahlane Malema, Prof Pamela Maseko, Prof Teboho Moja, Dr Mabatho Mutshekwane, Prof Nadine Petersen, Prof Refilwe Phaswana-Mafuya, Prof Saurabh Sinha, Dr Simanga Tsela, Prof Fulufhelo Nelwamondo (*CEO*)

**Important Notes to this RFQ:**

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, ([quotes1@saasta.ac.za](mailto:quotes1@saasta.ac.za))
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatory Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit;

**Prohibition of Gifts & Hospitality:**

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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## **Annex A :**      **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

**SERVICE PROVIDER/SUPPLIER:** .....  
**REGISTRATION NUMBER:** .....  
**CSD REGISTRATION NUMBER:** .....  
**ADDRESS:** .....  
**CONTACT PERSON:** .....  
**TEL:** .....

1. NRF|SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF|SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request for Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the **Government Procurement: General Conditions of contract, July 2010**. You can log on [www.saasta.ac.za/procurement/openbids](http://www.saasta.ac.za/procurement/openbids) to access this document.**

\*<sup>1</sup> which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

\*<sup>2</sup> It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that :  
I have read and understood the conditions of this RFQ;  
I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

## **Annex C :** RFQ SPECIFICATION

### **1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT**

South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in southern Africa.

### **2. BACKGROUND OF THE PROJECT**

The National Research Foundation-SAASTA (NRF-SAASTA) wishes to appoint a CIDB grade 1 GB (or higher) service provider to remove and dispose old gutter system and install new gutter system at SAASTA office.

#### **DETAILED SPECIFICATION**

|    | <b>BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED</b>                 | <b>UNIT OF MEASURE</b> | <b>QUANTITY OF ITEM(S)</b> |
|----|-------------------------------------------------------------------------|------------------------|----------------------------|
| 1  | Supply and install Gutter Chromadek Charcoal 'Made To Fit'              | M                      | 50                         |
| 2  | Supply and install Gutter Chromadek Industrial ogee profile (100 x 150) | M                      | 135                        |
| 3  | Down Pipes (industrial c/w shoes, eave offsets etc...) 110mm x 1m       | Each                   | 15                         |
| 4  | Down Pipes 110mm x 1m With Extra Bends                                  | Each                   | 6                          |
| 5  | Down Pipes (industrial c/w shoes, eave offsets etc...) 85mm x 10m       | Each                   | 15                         |
| 6  | Consumables(Brackets, Corners, Holderbats)                              | Each                   | 250                        |
| 7  | Scaffolding                                                             | Each                   | 1                          |
| 8  | Safety File                                                             | Each                   | 1                          |
| 9  | Removal of the existing storm water pipework                            | Sum                    | 1                          |
| 10 | Provision of water proofing ( Roof access area)                         | Sum                    | 1                          |
| 11 | Painting and treatment of damage walls/ columns                         | Sum                    | 1                          |

## **Annex D :** EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

1. Technical Evaluation as detailed below;

NB: Bidders need to meet “Go” in all criterions to be considered to the next stage of Price and NRF specific goals.

| Criterion                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Grading scheme | Minimum required grade |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|
| Provide proof of valid CIDB Grade 1 GB registration certificate (NRF will also pull the CIDB report for each supplier submitting the bid to validate the registration.)                                                                                                                                                                                                                                                                                         | Go/No Go       | Go                     |
| Provide proof of Plumbing Industry Registration Board(PIRB) valid certification                                                                                                                                                                                                                                                                                                                                                                                 | Go/No Go       | Go                     |
| Provide a Project plan of duration not longer than 2 months                                                                                                                                                                                                                                                                                                                                                                                                     | Go/No Go       | Go                     |
| Provide proof of two completed plumbing projects in the last 60 months. For each project, provide description, relevance to this bid, project cost, duration, any special achievement or innovation procedures applied, quality standard, variations, total cost between original and variations, completion date, completion certificate and time extensions                                                                                                   | Go/No Go       | Go                     |
| The bidder, its sub-contractors and joint venture partners must provide at least 2 credible, signed written and contactable references each from the clients for whom projects (not older than 36 months) have been undertaken similar to the scale and nature of the project and has indicated their willingness to take NRF representatives on such site visits to such client premises. These references meet the minimum threshold of “Meets requirements”. | Go/No Go       | Go                     |

2. Evaluation for Price and NRF-SAASTA specific goals based on the 80/20 PPPFA principle.

### **Evaluation: Price and NRF-SAASTA specific goals:**

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

## Annex E : COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.
5. Payment: NRF-SAASTA will not pay for any expenditure prior to approval of the Project manager.

**NB: Price calculation Guide to be aligned to the quotation. This is a guideline on how to compile the formal quotation. This should not be considered to be the formal quote.**

| Item no                     | Description                                                             | Unit | Quantity | Rate | Amount |
|-----------------------------|-------------------------------------------------------------------------|------|----------|------|--------|
| 1.                          | Supply and install Gutter Chromadek Charcoal 'Made To Fit'              | M    | 50       |      |        |
| 2.                          | Supply and install Gutter Chromadek Industrial ogee profile (100 x 150) | M    | 135      |      |        |
| 3.                          | Down Pipes (industrial c/w shoes, eave offsets etc...) 110mm x 1m       | Each | 15       |      |        |
| 4.                          | Down Pipes 110mm x 1m With Extra Bends                                  | Each | 6        |      |        |
| 5.                          | Down Pipes (industrial c/w shoes, eave offsets etc...) 85mm x 10m       | Each | 15       |      |        |
| 6.                          | Consumables(Brackets, Corners, Holderbats)                              | Each | 250      |      |        |
| 7.                          | Scaffolding                                                             | Each | 1        |      |        |
| 8.                          | Safety File                                                             | Each | 1        |      |        |
| 9.                          | Removal of the existing storm water pipework                            | sum  | 1        |      |        |
| 10                          | Provision of water proofing ( Roof access area)                         | sum  | 1        |      |        |
| 11                          | Painting and treatment of damage walls/ columns                         | Sum  | 1        |      |        |
| 12                          | Other time related items not detailed above                             | sum  | 1        |      |        |
| <b>Sub-Total</b>            |                                                                         |      |          |      |        |
| <b>Contingency %</b>        |                                                                         |      |          | 20%  |        |
| <b>Sub-Total before VAT</b> |                                                                         |      |          |      |        |
| <b>VAT @15%</b>             |                                                                         |      |          |      |        |

**NB:**

1. Management of the project will be done by NRF-SAASTA through the external appointed project manager.
2. Where work has to be covered by the contingency provision of the contract value, the contractor shall first seek approval of the Principal Agent before proceeding; and The Principal Agent shall seek same approval from NRF before issuing written instruction to the contractor to proceed.
3. Applicable Form of Contract for this project is the latest JBCC with State Provisions shall be the applicable form of contract. The appointed contractor is to carry the cost of the contract document/form
4. The following interdependencies are available onsite
  - a) Security: Contractors will be required to comply with onsite security;
  - b) Organizational operations: Business will be operating and consideration should be made to ensure a conducive and safe working environment is maintained during refurbishment; and
  - c) Project management contractor: All refurbishment works must be approved by NRF-SAASTA through the appointed project manager.

## **Annex F :**

## **STANDARD BIDDING DOCUMENTS**

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[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)

## PART A INVITATION TO BID

|                                                                                                                                                                    |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NRF/SAASTA)</b>                                                                                          |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| BID NUMBER:                                                                                                                                                        | as per the attached RFQ                                                            | CLOSING DATE:                                                                         | as per the attached RFQ                                                           | CLOSING TIME:                                                                                  | 11:00   |
| DESCRIPTION                                                                                                                                                        | Supply of goods/services as per the attached RFQ                                   |                                                                                       |                                                                                   |                                                                                                |         |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                  |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| BID RESPONSE DOCUMENTS MAY BE Emailed to                                                                                                                           |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| Quotes1@saasta.ac.za                                                                                                                                               |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                        |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| NAME OF BIDDER                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| POSTAL ADDRESS                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| STREET ADDRESS                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| TELEPHONE NUMBER                                                                                                                                                   | CODE                                                                               |                                                                                       | NUMBER                                                                            |                                                                                                |         |
| CELLPHONE NUMBER                                                                                                                                                   |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| FACSIMILE NUMBER                                                                                                                                                   | CODE                                                                               |                                                                                       | NUMBER                                                                            |                                                                                                |         |
| E-MAIL ADDRESS                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| VAT REGISTRATION NUMBER                                                                                                                                            |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
|                                                                                                                                                                    |                                                                                    | TCS PIN:                                                                              |                                                                                   | <b>OR</b>                                                                                      | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION<br>CERTIFICATE<br>[TICK APPLICABLE BOX]                                                                                           | <input type="checkbox"/> Yes                                                       |                                                                                       | B-BBEE STATUS<br>LEVEL SWORN<br>AFFIDAVIT                                         | <input type="checkbox"/> Yes                                                                   |         |
|                                                                                                                                                                    | <input type="checkbox"/> No                                                        |                                                                                       |                                                                                   | <input type="checkbox"/> No                                                                    |         |
| IF YES, WHO WAS THE CERTIFICATE<br>ISSUED BY?                                                                                                                      |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| AN ACCOUNTING OFFICER AS<br>CONTEMPLATED IN THE CLOSE<br>CORPORATION ACT (CCA) AND NAME<br>THE APPLICABLE IN THE TICK BOX                                          | <input type="checkbox"/>                                                           | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION<br>ACT (CCA)           |                                                                                   |                                                                                                |         |
|                                                                                                                                                                    | <input type="checkbox"/>                                                           | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN<br>ACCREDITATION SYSTEM (SANAS) |                                                                                   |                                                                                                |         |
|                                                                                                                                                                    | <input type="checkbox"/>                                                           | A REGISTERED AUDITOR<br>NAME:                                                         |                                                                                   |                                                                                                |         |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| ARE YOU THE ACCREDITED<br>REPRESENTATIVE IN SOUTH AFRICA<br>FOR THE GOODS /SERVICES /WORKS<br>OFFERED?                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |                                                                                       | ARE YOU A FOREIGN<br>BASED SUPPLIER FOR<br>THE GOODS /SERVICES<br>/WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3<br>BELOW ] |         |
| SIGNATURE OF BIDDER                                                                                                                                                | .....                                                                              |                                                                                       | DATE                                                                              |                                                                                                |         |
| CAPACITY UNDER WHICH THIS BID IS<br>SIGNED (Attach proof of authority to sign<br>this bid; e.g. resolution of directors, etc.)                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                      |                                                                                    |                                                                                       | TOTAL BID PRICE (ALL<br>INCLUSIVE)                                                |                                                                                                |         |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                             |                                                                                    |                                                                                       | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                  |                                                                                                |         |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                                                          |                                                                                    |                                                                                       | CONTACT PERSON                                                                    |                                                                                                |         |
| CONTACT PERSON                                                                                                                                                     |                                                                                    |                                                                                       | TELEPHONE NUMBER                                                                  |                                                                                                |         |
| TELEPHONE NUMBER                                                                                                                                                   |                                                                                    |                                                                                       | FACSIMILE NUMBER                                                                  |                                                                                                |         |
| FACSIMILE NUMBER                                                                                                                                                   |                                                                                    |                                                                                       | E-MAIL ADDRESS                                                                    |                                                                                                |         |
| E-MAIL ADDRESS                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                   |                                                                                                |         |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                               |                                                                 |                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>                                                                                                                                                                                                                                     | <b>BID SUBMISSION:</b>                                          |                                                                                                                                                                                                                                                                                                                                               |
| 1.1.                                                                                                                                                                                                                                          |                                                                 | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                                                                                                                       |
| 1.2.                                                                                                                                                                                                                                          |                                                                 | ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE                                                                                                                                                                                                                                                     |
| 1.3.                                                                                                                                                                                                                                          |                                                                 | BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. |
| 1.4.                                                                                                                                                                                                                                          |                                                                 | WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.                               |
| 1.5.                                                                                                                                                                                                                                          |                                                                 | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.                                                                                                                                          |
| <b>2.</b>                                                                                                                                                                                                                                     | <b>TAX COMPLIANCE REQUIREMENTS</b>                              |                                                                                                                                                                                                                                                                                                                                               |
| 2.1                                                                                                                                                                                                                                           |                                                                 | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                                                                                                                                    |
| 2.2                                                                                                                                                                                                                                           |                                                                 | 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.                                                                                                                                                                   |
| 2.3                                                                                                                                                                                                                                           |                                                                 | 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.                                                                                                                                  |
| 2.4                                                                                                                                                                                                                                           |                                                                 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.                                                                                                                                                                                                                                                                                  |
| 2.5                                                                                                                                                                                                                                           |                                                                 | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.                                                                                                                                                                                                   |
| 2.6                                                                                                                                                                                                                                           |                                                                 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                                                                                                                                 |
| <b>3.</b>                                                                                                                                                                                                                                     | <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>               |                                                                                                                                                                                                                                                                                                                                               |
| 3.1.                                                                                                                                                                                                                                          | IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                      |
| 3.2.                                                                                                                                                                                                                                          | DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                      |
| 3.3.                                                                                                                                                                                                                                          | DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                      |
| 3.4.                                                                                                                                                                                                                                          | DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                                                                                                                                                                                                                      |
| <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p> |                                                                 |                                                                                                                                                                                                                                                                                                                                               |

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

SBD4

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 interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<sup>1</sup> 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.

## SBD4

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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

**SBD4**

- 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.
- 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 |

## 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**

### 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|                | POINTS                                              |
|----------------|-----------------------------------------------------|
| PRICE          | 80                                                  |
| SPECIFIC GOALS | 20 (Proof of BBBEE level as per BBBEE status level) |

|                                                  |                |
|--------------------------------------------------|----------------|
|                                                  | scoring table) |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>     |

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must submit a valid B-BBEE certificate or sworn affidavit to indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| B-BBEE Level 1                                              | 20                                                                                   |                                                                              |
| B-BBEE Level 2                                              | 18                                                                                   |                                                                              |
| B-BBEE Level 3                                              | 14                                                                                   |                                                                              |
| B-BBEE Level 4                                              | 12                                                                                   |                                                                              |
| B-BBEE Level 5                                              | 8                                                                                    |                                                                              |
| B-BBEE Level 6                                              | 6                                                                                    |                                                                              |
| B-BBEE Level 7                                              | 4                                                                                    |                                                                              |
| B-BBEE Level 8                                              | 2                                                                                    |                                                                              |
| Non-compliant contributor                                   | 0                                                                                    |                                                                              |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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.

|                                                        |       |
|--------------------------------------------------------|-------|
| <p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p> |       |
| <b>SURNAME AND NAME:</b>                               | ..... |
| <b>DATE:</b>                                           | ..... |
| <b>ADDRESS:</b>                                        | ..... |
|                                                        | ..... |
|                                                        | ..... |