REQUEST FOR QUOTATIONS

SERVICES	**X**

DESCRIPTION:	PROVISION OF PROFESSIONAL ARCHITECTURAL SERVICES FOR NRF-SARAO
RFQ NUMBER:	SARAO-SJHB-TM-(PRF-4671)-2026-27
RFQ PUBLICATION DATE:	30 October 2026
CLOSING DATE AND TIME:	17 November 2026 at 11:00AM
QUOTATIONS TO BE SUBMITTED VIA EMAIL TO:	tmothupi@sarao.ac.za
PREFERENCE POINTS SYSTEM:	80/20
DELIVERY INFORMATION	
LOCATION:	Western Cape (Cape Town), Gauteng (Johannesburg Observatory & Hartebeesthoek), and Northern Cape (Karoo Support Base Klerefontein & Carnarvon).
LEAD TIME (purchase order date)	N/A

Enquiries relating to bidding procedures may be directed to:		**Technical enquiries may be directed to:**	
Contact person:	Tumelo Mothupi	**Contact person:**	Swethani Monyayi
E- Mail address:	tmothupi@sarao.ac.za	**E- Mail address:**	smonyayi@sarao.ac.za
Telephone No:	011 268 3423	**Telephone No:**	021 506 7300

FRAUD ARLET

The NRF would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number: 0800 701 701 or SMS 39772.

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 SARAO

The South African Radio Astronomy Observatory (SARAO, formerly in part SKA SA) is the business unit of the National Research Foundation (NRF) that houses and operates South Africa's national radio telescope shared facilities, including the MeerKAT, KAT-7, and Hartbeeshoek 26-m radio telescopes.

As a member of the international effort to build the Square Kilometre Array (SKA), which will be the world's largest radio telescope, South Africa (through the NRF's business units) is responsible for the construction and operation of the MeerKAT precursor telescope, for hosting the SKA Mid Frequency telescope, and for implementation of the African VLBI Network.

The SARAO project office has offices based in Johannesburg and Cape Town, as well as the radio-quiet SKA host site in the Karoo, 90km from Carnarvon in the Northern Cape, which hosts the Square Kilometre Array mid-frequency telescopes, MeerKAT, and KAT-7 radio telescope installations, as well as a number of guest instruments, including the HERA telescope.

2. BACKGROUND

NRF-SARAO requires the appointment of a qualified Professional Architect / Architectural Firm, to ensure overall facility integrity formally cleared for occupation and long-term operational use. A primary mandate of the architectural services is to design compliance of all new or existing buildings and structural modifications under construction or reinstatement, legally compliant, architecturally sound, verify the statutory standards, regulatory compliance is safely complied to and fully restored for long-term operational use and council submission for final approval.

Relevant Authorizations, Licences, Permits or Records of Decision (where applicable): Coordinating with SARAO's Heritage Practitioner (Through the engineer and employers' representatives as per FIDIC Contract definition) to ensure all construction and repair activities comply with the site's Conservation Management Plan and Records of Decision issued by the Provincial Heritage Resources Authority – in RSA.

3. SUPPLY SPECIFICATIONS

The NRF-SARAO intends to appoint a suitably qualified and professionally registered architectural consultant to provide architectural professional services for the planning, design, documentation, procurement support, construction-stage services and close-out of identified built-environment projects. The services may include old or new buildings, alterations and additions, refurbishments, office accommodation, technical facilities, workshops, training facilities and interventions to existing or heritage-sensitive buildings within NRF-SARAO sites.

Note, from time to time the appointed bidder may be required to provide services at other SARAO sites in the Gauteng, Western Cape and Northern Cape as listed below.

No.	Gauteng	Western Cape	Northern Cape
1	18a Gill Street Observatory Johannesburg 2198	Liesbeek House, River Park, Gloucester Road, Mowbray, Cape Town, 7700	Klerefontein Farm, Carnarvon, Northern Cape 8929
2.	Farm 502 JQ, Hartebeesthoek, Broederstroom Road, Hartebeesthoek 1740	Old Faure Rd, Eerste River, Cape Town 7100.	Corner of Victoria and Hanau Street, Carnarvon, Northern Cape 8929

SARAO requires access to competent architectural professionals to plan, design, document and support the delivery of safe, functional, compliant, durable and maintainable buildings and facilities. The appointed consultant shall provide the services specified in each work order. No additional service, design change or expenditure should proceed without the applicable written authorisation under SARAO's delegation of authority and procurement procedures. The following represents the framework's standard full-lifecycle scope.

3.1. Deliverables / Requirements

The Consultant(s) shall render professional services aligned with standard professional practice and the requirements of the project, including but not limited to the following key performance areas:

Phase 1: Inception and Project Definition
Key activities: Review the project brief, existing drawings and asset records; inspect the site; identify information gaps, surveys and specialist investigations; confirm accommodation requirements, statutory constraints, interfaces, risks and programme.
Deliverables: Inception report, confirmed brief, accommodation schedule, site assessment, information-gap register, preliminary risk register and design programme.

Phase 2: Feasibility and Concept Design
Key activities: Develop and compare design options; prepare concept drawings and visualisations; assess functionality, accessibility, circulation, infrastructure interfaces, heritage constraints, statutory approvals, preliminary costs and lifecycle considerations.
Deliverables: Options analysis, concept drawings, materials and finishes strategy, preliminary compliance assessment, cost-planning inputs and concept design report.

Phase 3: Developed Design and Multidisciplinary Coordination
Key activities: Develop coordinated architectural designs; prepare room data sheets and schedules; coordinate structural, civil, electrical, mechanical, fire, security, ICT and specialist designs; verify service routes, penetrations, clearances, accessibility, maintainability and heritage requirements.
Deliverables: Developed design package, coordinated drawings, schedules, outline specifications, design risk and interface registers, and design review report.

Phase 4: Technical Design and Tender Documentation
Key activities: Prepare detailed construction drawings, technical specifications, material and workmanship standards, schedules, inspection requirements and statutory submissions within scope. Coordinate documents with engineering consultants and the quantity surveyor, undertake technical checks and support tender queries.
Deliverables: Detailed architectural drawings, specifications, schedules, design compliance matrix, coordination review record, statutory submission package and tender-ready documentation.

Phase 5: Procurement and Tender Support
Key activities: Review technical tender documentation; develop objective evaluation criteria and evidence requirements where instructed; respond to tender queries through SARAO's authorised processes; assess technical compliance, deviations, exclusions and risks.
Deliverables: Technical tender inputs, clarification responses, compliance matrix, technical evaluation report and recommendations.

Phase 6: Construction-Stage Services and Contract Administration
Key activities: Conduct agreed site inspections; review shop drawings, samples and technical submissions; respond to technical queries; record defects and non-conformances; assess design changes and their cost, quality, scope and programme implications; coordinate design clarifications.
Deliverables: Site inspection reports, technical query responses, submittal reviews, change assessments, design records and architectural defect reports.

Phase 7: Completion, Commissioning Support and Handover
Key activities: Inspect practical completion and defects; verify architectural defect rectification; review as-built drawings and handover records; provide architectural inputs for occupancy approvals; participate in handover and post-occupancy reviews were instructed.
Deliverables: Completion reports, defects register, close-out report, architectural as-built information, relevant schedules and handover documentation.

3.2. Building Code & Statutory Compliance Requirements

The service provider shall:

- Conduct comprehensive technical reviews and oversight of all architectural work packages.
- Ensure strict adherence to the National Building Regulations and Building Standards Act (Act 103 of 1977), relevant SANS 10400 codes of practice, Municipal By-laws, and Occupational Health and Safety legislation.
- Compile, format, and manage all requisite architectural documentation, drawings, and statutory forms necessary for formal submission to the Local Authority (Council) to secure final statutory plan approval and Occupancy Certification.
- Provide Letter of Good Standing (COIDA)
- Provide Public Liability cover for a minimum amount of R 1 million
- The appointed Architectural Professional / Lead Consultant shall maintain and provide appropriate Professional Indemnity insurance cover amount of R1 million for the duration of the appointment and through the statutory liability period.
- Minimum Indemnity Limit: R6,000,000 (Six Million Rand) per claim (or project-specific limit), with the limit of indemnity applying to any single claim, unlimited in the aggregate for the policy period.
- Deductible / Excess: The excess payable by the consultant in respect of any claim shall not exceed 5% of the claim value or R100,000, whichever is lower, unless otherwise approved by the Employer.
- Continuity of Cover: Because PI insurance operates on a claims-made basis, the successful tenderer must undertake to maintain continuous PI cover (or run-off cover) with a retroactive date prior to the commencement of services, for a minimum period of 5 years following the Practical Completion of the works.
- Provide at least 3 contactable referees on similar project within the last 5 years

3.3. Acceptance Criteria

Phase 1: Inception and Project Definition
The brief, constraints, statutory pathways, consultant interfaces, outstanding information and programme are documented and approved by SARAO.

Phase 2: Feasibility and Concept Design
Options are assessed against agreed criteria, the preferred solution meets the approved brief, and SARAO formally approves the concept before further design development.

Phase 3: Developed Design and Multidisciplinary Coordination
Designs align with the approved brief, interfaces and unresolved conflicts are documented with responsible parties and resolution dates, and SARAO approves the package for detailed documentation.

Phase 4: Technical Design and Tender Documentation
Documents are complete, internally checked, coordinated and approved for their intended procurement or construction purpose. Material unresolved design issues affecting cost, compliance, pricing or programme must be disclosed.

Phase 5: Procurement and Tender Support
SARAO retains procurement and appointment authority, support may be required where applicable.

Phase 6: Construction-Stage Services and Contract Administration
Inspections and recommendations are documented, material concerns are escalated, and outstanding issues are tracked to closure with supporting technical evidence.

Phase 7: Completion, Commissioning Support and Handover
Required architectural deliverables are checked and submitted, defects are closed or recorded as outstanding, and unresolved matters have assigned owners and close-out actions.

3.4. Delivery format

- SARAO has offices/sites in Cape Town (Mowbray), Johannesburg (Observatory, Hartebeesthoek), and Karoo Support Base (Klerefontein, Carnarvon). The service provider is expected to visit these offices/sites for the face-to-face contact sessions during office hours (8:00 to 16:00), and prior arrangements must be made in advance for the office visits when required.
- All final drawings and reports will be reviewed by SARAO before final acceptance.
- Soft copies in PDF, Word, Excel, PowerPoint, DWG, etc. formats must be shared with the SARAO representative.

3.5. Timelines

The commencement dates for the first contact session/ kick-off meeting will be confirmed following contract award to the successful bidder.

3.6. Contract and payment terms

- Invoices are to be submitted to SARAO for payment after successful completion of each activity, approval by the Project Manager, as identified in the pricing schedule, and payment will be processed within 30 days from the invoice date.
- No advance payments will be accepted.
- The hours indicated in the pricing schedule are estimates for evaluation purposes only. The actual professional architectural services may require fewer or more hours. Payment will be based on the actual hours spent on the services rendered.

SARAO reserves the right to accept or reject any bid in part or in full and is not bound to select the lowest-priced bid. **SARAO reserves the right to terminate the contract and use another service provider at any time if required services are not achieved.**

4. 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:	Functionality (specification evaluation)
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 requirement (If applicable)	**N/A**

Phase 2 – Functionality Criteria

Service providers must meet the functionality requirements listed below. Service providers that fail to achieve a "GO" for each functionality requirement will not be considered for further evaluation.

No	Functionality Requirement	How Will This Be Evaluated?	GO / NO-GO
1.	The proposed professional Senior Architectural Technologist shall hold a recognised Bachelor's Honours degree in Architecture or an equivalent professional qualification recognised in South Africa.	Submit certified copies of the Qualification.	
2.	The Architect shall be registered with the South African Council for the Architectural Profession (SACAP) in Pr SArcht (Senior Architect), as applicable to the services required.	Submit valid certified copies of SACAP registration.	
3.	The Architect shall have at least 10 years' post registration professional experience in the profession. The Architect shall demonstrate competence in preparing architectural designs, drawings, specifications and other technical documentation required for construction and statutory approval as relevant to the project requirements. Experience with existing, occupied or heritage buildings will be advantageous where applicable.	Submit a detailed CV and Evidence of previous projects involving designs, statutory submissions, municipal approvals, building plan approvals or other applicable regulatory authorisations. Submit at least three (3) written and signed reference letters (not older than five (5) years indicating the project name, client organisation, scope of services, project completion period and contact details.	
4.	Bidders must indicate the availability/ capacity of experienced resources to complete the required work within the specified time.	Submit a signed commitment letter confirming resource availability and capacity to perform the services required.	
5.	The bidder must provide proof of professional liability insurance.	Proof of Cover: Tenderers must submit a valid Certificate of Currency from a registered short-term insurer or insurance broker outlining the policy number, limit of indemnity, policy end date, and retroactive date as part of their tender submission.	
6.	The bidder must provide a specific named resource who will be responsible for delivering the full scope of services required under this RFQ.	Submit confirmation of the named resource(s) proposed to deliver the required services and fulfil the full scope of deliverables.	

Phase 3 – Price and Specific goals (BBBEE STATUS LEVEL)
The RFQ will be evaluated on the 80/20 preference points system

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

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

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 include them in a separate pricing schedule.

ITEM NO	DESCRIPTION	UNIT OF MEASURE	QTY	RATE (R)	SUB-TOTAL AMOUNT (R)
1.	Architectural professional services across SARAO sites, as and when instructed in writing, in accordance with the scope of work. Services comprise the activities listed below, as applicable to each instruction. **Refer to Note 1 Below**	hour	250	R	R
2.	Provisional allowance for domestic travel and accommodation, subject to prior written approval and reimbursement against supporting records. [This will be approved upon instruction from SARAO on an ad-hoc basis].	Sum	1	R 50 000.00	R50 000.00
3.	Provisional allowance for Printing and miscellaneous expenses	Sum	1	R 15 000.00	R15 000.00
SUB-TOTAL					R
VAT (15%)					R
TOTAL PRICE					R

Note 1: Services included under Item 1

a) Site assessments, review of existing information and confirmation of design requirements.

b) Preparation and revision of architectural designs, drawings, specifications and schedules, including coordination with other appointed disciplines.

c) Architectural compliance reviews, preparation of statutory submission documentation and responses to authority comments.

d) Technical inputs to procurement documentation and responses to tender queries.

e) Architectural supervision, meaning oversight of the execution of the consultant's architectural designs through instructed site inspections, review of relevant contractor submissions and responses to technical queries. This does not constitute continuous resident supervision.

f) Architectural completion inspections, defects reporting and review or preparation of architectural close-out documentation, as instructed.

Deliverables shall correspond to the services instructed and the applicable requirements of Sections 3.1 and 3.3.

Note 2: Hour Allocation, Cost Control and Payment Requirements

The 250 hours constitute the total approved professional person-hour allowance across all instructed services, resources and SARAO sites. No hours are reserved for individual activities, stages or sites. The hourly rate shall include routine administration, overheads, profit, electronic documentation and routine printing and reproduction required for the instructed services.

Before commencing each task, the consultant shall submit a brief breakdown identifying the required deliverables, proposed resources, estimated hours and completion date for SARAO's written approval. Approved task hours' form part of, and are not additional to, the 250-hour allowance.

Payment shall be based on actual hours worked at the tendered hourly rate, supported by task referenced timesheets and the corresponding deliverables or agreed interim outputs approved by SARAO. The hourly rate shall include administration, overheads, profit and electronic documentation. Unused hours shall not be payable.

Each claim shall identify hours previously claimed, hours claimed for the period, the remaining allowance and the estimated hours required to complete outstanding instructed tasks. The consultant shall notify SARAO before exceeding an approved task allocation. Any reallocation requires written approval and shall remain within the total 250 hours.

6. BIDDING CONDITIONS FOR THIS RFQ

The following conditions shall apply to this Request for Quotation (RFQ):

1. All prices quoted must remain valid for a minimum period of 60 days from the date of submission.
2. All prices must be inclusive of VAT, where applicable.
3. Bidders are required to submit the following documentation in support of their quotation:

   a) Proof of B-BBEE Status Level of Contribution to claim preference points in terms of the 80/20 preference point system (SBD 6.1).

   b) An Exempted Micro Enterprise (EME) must submit a sworn affidavit confirming:
   - Annual total revenue of R10 million or less, and
   - Level of black ownership.

   c) A Qualifying Small Enterprise (QSE) must submit:
   - A sworn affidavit confirming annual total revenue of between R10 million and R50 million and level of black ownership, or
   - A valid B-BBEE verification certificate.
4. The 80/20 preference point system will be applied as follows:
   - 80 points for price; and
   - 20 points for B-BBEE contribution level.
5. No award will be made to any service provider that is not registered on the Central Supplier Database (CSD).
   Registration can be completed at: https://secure.csd.gov.za/
6. Quotations equal to or above R2,000 (VAT inclusive) must be accompanied by all relevant SBD documentation, duly completed, as outlined in Section 3 of this document.
7. For quotations above R2,000 (VAT inclusive), the successful bidder will be the one scoring the highest total points in accordance with the 80/20 preference point system.
8. For goods/services below R2,000 (VAT inclusive), the successful bidder will be the one offering the lowest acceptable quotation.

9. SARAO reserves the right to withdraw this invitation to quote, to re-advertise, or to accept any part of a quotation. SARAO does not bind itself to accepting the lowest quotation.
10. This Request for Quotation is subject to the National Treasury General Conditions of Contract (GCC) and, where applicable, any Special Conditions of Contract (SCC).
11. Payment terms are 30 days from the date of receipt of a valid invoice and upon delivery and acceptance of goods/services. -No pre-payment will be allowed.
12. In the event of a conflict between the supplier's terms and conditions and those of SARAO, SARAO's terms and conditions shall prevail.

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 interest1 in the enterprise, employed by the state?

YES/NO

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

Full Name	**Identity Number**	**Name of State institution**

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

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

2.2.1 If so, furnish particulars:
……
……

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

2.3.1 If so, furnish particulars:
……
……

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

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

3.5 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.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 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

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: .....

.....

.....

.....

SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES SCHEDULE 5

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) …… in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….…… at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……	WITNESSES
CAPACITY ……	1 ……
SIGNATURE ……	2 ……
NAME OF FIRM ……	DATE: ……
DATE ……	

GENERAL CONDITIONS OF CONTRACT

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

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 SARAO 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 SARAO 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: