



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

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

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211 Nana Sita Street  
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0001

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ-113-2024-2025</b> (Please use this number as reference when sending quotations and supporting documentation)
<b>DESCRIPTION</b>	The National Research Foundation  SAASTA (NRF-SAASTA) wishes to appoint a suitable CIDB Grade 1ME or higher service provider for the supply, delivery, installation, services of air conditioners and removal of the old units.
<b>RFQ ISSUED DATE</b>	10 September 2024
<b>RFQ VALIDITY PERIOD</b>	60 days from the closing date.
<b>CLOSING DATE</b>	27 September 2024
<b>CLOSING TIME</b>	11:00am
<b>EXPECTED DATE SERVICES IS REQUIRED</b>	October 2024
<b>COMPULSORY SITE INSPECTION: VENUE: ADDRESS:</b>	19 September 2024 at 10:00 – 11:00am SAASTA Auditorium SAASTA, Didacta Building, 211 Nana Sita Street, Pretoria Central
<b>RSVP DETAILS</b>	Please RSVP to <a href="mailto:TF.Mothupi@saasta.nrf.ac.za">TF.Mothupi@saasta.nrf.ac.za</a> by 18 September 2024
<b>RFQ RESPONSES MUST BE EMAILED TO:</b>	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.
<b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>	Enquires can be directed at this e-mail address <a href="mailto:TF.Mothupi@saasta.nrf.ac.za">TF.Mothupi@saasta.nrf.ac.za</a> For further enquiries, you may contact Tumelo Mothupi on 012 392 9380.

**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 Mandatary Requirements);
- Supplier must provide a copy CSD no (MAAA.....)
- Supplier must provide a original or copy certified of SANAS accredited BBEE 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.**
15. Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a Grade 1ME or higher class of construction work, are eligible to have their tenders evaluated

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

\*2 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 - South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a suitable CIDB Grade 1ME or higher service provider for the supply, delivery, installation, services of air conditioners and removal of the old units.

### **3. DETAILED SPECIFICATION**

<b>BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED</b>	<b>UNIT OF MEASURE</b>	<b>QUANTITY OF ITEM(S)</b>
<p><b>3.1. Servicing/Maintenance of Current Air Conditioners</b></p> <p>a. Clean &amp; wash filters  b. Check condition of condenser &amp; evaporator coils  c. Check unit &amp; fan operation  d. Check heating &amp; cooling operation  e. Clean intake screen  f. Check fan motor  g. Check compressor mountings &amp; piping  h. Pressure clean condenser &amp; evaporator coils  i. Clean drip pan and of ensure drain pipes are not leaking  j. Test for refrigerant leaks and top up if necessary  k. Check electrical connections  l. Status report of each air con and recommendations</p>		
<p><b>3.1.1. Servicing of Split units/Round Flow/Under Ceilings</b></p>	Each	119
<p><b>3.1.2. Servicing of Concealed Unit – Auditorium</b></p> <p>R410A – MV6-450WV2GN1 with 2 x Indoor Concealed Units</p>	Each	1
<p><b>3.1.3. Servicing of Multi V5 Pro 50,60hz</b></p> <p>Outdoor Unit - ARUN260LLS5 X 1  Indoor Units – ARNU09GSJN4 X 3; ARNU12GSJN4 X 2;  ARNU15GSJN4 X 11; ARNU24GSKN4 X 2 TOTAL =18</p> <p>Service as per LG recommended Annual Service Requirement including rewiring of the electrical cable from the outside unit to DB as per SANS 1014</p>	Each	1
<p><b>3.2. Servicing of a two door fridge – H299BI – RD-30DC4S</b></p> <p>a. Clean &amp; wash filters  b. Check condition of condenser &amp; evaporator coils  c. Check unit &amp; fan operation  d. Check heating &amp; cooling operation  e. Clean intake screen</p>		

f. Check fan motor g. Check compressor mountings & piping h. Pressure clean condenser & evaporator coils i. Clean drip pan and of ensure drain pipes are not leaking j. Test for refrigerant leaks and top up if necessary k. Check electrical connections l. Status report and recommendation		
<b>3.3. Supply and Installation of New Air conditioners</b>		
<b>3.3.1.Split units</b>		
Inverter R410A, complete with Outdoor unit, all electrical connections to isolators, electrical control wiring, brackets, support and all necessary accessories to complete the installation.		
<b>3.3.1.1.</b> 9000BTU (211 &214)	Each	2
<b>3.3.1.2.</b> 12000BTU (140,146 & 216)	Each	3
<b>3.3.1.3.</b> 18000BTU (107 & 128)	Each	2
<b>3.3.1.4.</b> 24000BTU (SAMF)	Each	1
<b>3.3.2.Round Flow Cassette 18 000BTU (201)</b>	Each	1
Inverter R410A, complete with Outdoor unit, all electrical connections to isolators, electrical control wiring, brackets, support and all necessary accessories to complete the installation.		
<b>3.3.3.Under Ceiling – 26000 BTU (INKUNDLA)</b>	Each	1
Inverter R410A, complete with Outdoor unit, all electrical connections to isolators, electrical control wiring, brackets, support and all necessary accessories to complete the installation.		
<b>3.4. Re- installation of 9000BTU inverter</b>	Each	1
Re install the unit including the copper pipes and re-gas and electrical connection		
<b>3.5. Removal of old units</b>	Each	9
<b>3.5.1.</b> Old units to be removed and stored in the basement		

**N.B.**

- **Installation and configuration service**

- ✓ The bidder is to remove the old equipment and replace with new equipment (old equipment remains the property of SAASTA)
- ✓ The bidder is to ensure all installed equipment is in working order and SAASTA representatives are trained on how to use them
- ✓ Bidder to supply the original equipment manufacture's manuals



- ✓ All refrigeration piping and respective piping installation, cabling and drains, following same route of existing and connecting to same drain points as the old units where possible
  - ✓ Rigging of the existing outdoor units including from the roof and hoisting new AC units to the same positions as the old once whilst observing all safety controls and requirements as per the OHS Act and associated regulations.
  - ✓ Installation to include all components that come with the unit including remotes and wall panels
  - ✓ Bidder to supply **certificate of compliance** on completion of installation
- **Support service**
    - ✓ The bidder is to be available within 24 hours after installation whenever there are problems with the equipment or installations for the duration of the workmanship guarantee of one year
    - ✓ The bidder to provide a one-year workmanship guarantee
- **Provide detailed requirements to evaluate the bidder's ability to deliver on the bid.**
    - ✓ The bidder is to supply valid CIDB Grade 1 ME or higher certificate
    - ✓ The bidder to have a public liability insurance of not less than R500 000
    - ✓ Bidder must provide three Service, Supply and Installation of air-conditioning projects written references, with contact details for those customers for whom the bidder has completed work within the last 36 months 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".
    - ✓ The bidder to supply valid proof of COIDA letter of good standing
    - ✓ The bidder to supply proof of the technician's South African Trade Refrigeration Certificate(s)
    - ✓ The bidder to supply proof of F-Gas registration number of technician
    - ✓ The bidder to supply proof of training of air-conditioning to be installed from the manufacturer of the technician
- **Occupational Health and Safety when working on NRF sites:**
    - ✓ All personnel performing work on SAASTA site/s as part of this contract are responsible to obtain safety induction.
    - ✓ Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
    - ✓ The appointed bidder, once signing the contract (SBD 7 and the NRF's Section 37.2 agreement), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed bidder performs all work and uses equipment on site complying with the provisions of the Act.
    - ✓ To this end, the appointed bidder shall make available to SAASTA on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The appointed bidder furnishes its registration number with the office of the Compensation Commissioner.
    - ✓ The appointed bidder maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.
    - ✓ SAASTA manages the appointed bidder in his/her capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The

appointed bidder accepts liability for any contraventions to the Act. Each member of the appointed bidder's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the appointed bidder's health and safety file.

- **Managing service levels**

- ✓ Upon appointment, both parties agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing which is appended to this contract document.
- ✓ Where both parties agree to variation of these, both parties sign the revision which is appended to this contract document.
- ✓ Where either party has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.
- ✓ Both parties will monitor the corrective actions.
- ✓ Both parties will assess the applicability of penalties to the incurred poor performance and apply these,
- ✓ The service performance levels are:

<b>Service</b>	<b>Measurement methodology</b>	<b>Penalty trigger level</b>	<b>Penalty</b>
Supply of new requested Air conditioners	Delivery	Non delivery within the agreed timelines by both parties	5% of the total amount will be deducted and a further 1% per working day for further delays
Removal of all old equipment	Non removal of all old equipment	Failure to remove all old equipment	No payment on the specific line items till the complete removal of all equipment
Completion of project	Non completion of project within agreed timelines	Failure to complete the project within the agreed timelines	5% of the order will be deducted and a further 1% per working day for further delays

## **Annex D : EVALUATION CRITERIA**

The evaluation criteria will be based on the following requirements:

1. Technical Evaluation

**NB: Any bidder failing to meet "Go" in all criterions will be disqualified.**

Criterion	Grading scheme	Minimum required grade
a) The bidder is to supply valid minimum CIDB Grade 1 ME or higher certificate	Go/No Go	Go
b) The bidder to supply proof of the technician's South African Trade Refrigeration Certificate(s)	Go/No Go	Go
c) The bidder must submit a valid F-Gas registration number.	Go/No Go	Go
d) Bidder must submit a valid public liability insurance to a value not less than R500 000.00	Go/No Go	Go
e) The bidder to submit valid letter of good standing (COIDA) from Department of Labour.	Go/No Go	Go
f) Bidder must provide three signed written references, with contact details for those customers for whom the bidder has completed work within the last 36 months for service, supply and installation of air-conditioning projects. 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.

### **NB: Price calculation Guide to be aligned to the quotation**

No	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	Servicing of Split units, Round Flow, Cassettes Units including the status report of all units	Each	119		
2.	Servicing of a MV6-450WV2GN1 – Auditorium Unit with 1 x outside unit and 2 inside units	Each	1		
3.	Servicing of a Multi V5 Pro 50,60Hz/R410A with 1 outside units and 18 inside units	Each	1		
4.	Servicing of a two door fridge – H299BI – RD-30DC4S	Each	1		
5.	Supply and install Split inverter - 9 000 BTU	Each	2		
6.	Supply and install Split Inverter – 12 000 BTU	Each	3		
7.	Supply and install Split inverter - 18 000 BTU	Each	2		
8.	Splits inverter - 24 000 BTU	Each	1		
9.	Cassettes inverter – 18 000 BTU	Each	1		
10.	Under ceiling inverter - 26 000 BTU	Each	1		
11.	Re- installation of 9000BTU inverter	Each	1		
12.	Removal and basement storage of old Air-conditioning units (8 x Split units; 1 x Cassette)	Each	9		
13.	Scaffolding	Each	1		
14.	Provisional sum				<b>R10 000.00</b>
<b>Total VAT inclusive</b>					

## **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**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NRF/SAASTA)**

BID NUMBER:	as per the attached RFQ	CLOSING DATE:	as per the attached RFQ	CLOSING TIME:	11:00
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DESCRIPTION	Supply of goods/services as per the attached RFQ
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE Emailed to

Quotes1@saasta.ac.za

**SUPPLIER INFORMATION**

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
----------------	--

STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELLPHONE NUMBER	
------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS	
----------------	--

VAT REGISTRATION NUMBER	
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--	--	--	--	--

	TCS PIN:		<b>OR</b>	CSD No:	
--	----------	--	-----------	---------	--

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	
---	--

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR

	NAME:	
--	-------	--

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**[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]**

ARE YOU THE ACCREDITED REPRESENTATIVE <b>IN SOUTH AFRICA</b> <b>FOR THE GOODS /SERVICES /WORKS</b> <b>OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES</b> <b>/WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
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<b>SIGNATURE OF BIDDER</b> .....	<b>DATE</b>
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<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>	
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<b>TOTAL NUMBER OF ITEMS OFFERED</b>	<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>
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<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
--	--

DEPARTMENT/ PUBLIC ENTITY	CONTACT PERSON
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CONTACT PERSON	TELEPHONE NUMBER
----------------	------------------

TELEPHONE NUMBER	FACSIMILE NUMBER
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FACSIMILE NUMBER	E-MAIL ADDRESS
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E-MAIL ADDRESS	
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**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. 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. 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. 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
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.	

**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

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<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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (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>
<p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p>