

Didacta Building
211 Nana Sita Street
Pretoria

Private Bag 1758
Pretoria
0001

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ-122-2024-2025 (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 valid PSIRA registered service provider to supply and deliver a Guardhouse, automation of the exit sliding gate and servicing of the exit roller door gate motor.
RFQ ISSUED DATE	21 October 2024
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE	30 October 2024
CLOSING TIME	11:00AM
EXPECTED DATE SERVICES IS REQUIRED	November 2024
COMPULSORY SITE INSPECTION:	25 October 2024 at 11:00 – 12:00PM
VENUE:	SAASTA Auditorium
ADDRESS:	SAASTA, Didacta Building, 211 Nana Sita Street, Pretoria Central
DELIVERY ADDRESS OF GOODS/SERVICES	SAASTA, Didacta Building, 211 Nana Sita Street, Pretoria Central
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes1@saasta.ac.za . Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address TF.Mothupi@saasta.nrf.ac.za 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)
- 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 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 to access this document.**

*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 valid PSIRA registered service provider to supply and deliver a Guardhouse, automation of the exit sliding gate and servicing of the exit roller door gate motor.

3. DETAILED SPECIFICATION

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
3.1. Supply and deliver a fully insulated Nutec Panels Guard House, 2800mm x 1500mm x 2300mm with an awning of 2300mm x1000mm. Single Hard wood door with Aluminium sliding window panel, Painted Grey on the outside similar to main building and cream on the inside, LED lighting, Aluminium sliding windows on both sides and front, Fully Rubberised Plywood floor, Galvanized 0.5mm charcoal roof sheet, Electrical connection from the main building and COC for electrical works. Refer to pictures on page 14 annexure B, for illustration purposes only.	Each	1
3.2. Supply and install a No Touch Exit Sensor at reception desk to open the reception door.	Each	1
3.3. Link/connect the EXIT D10 sliding gate motor with the ZKT indoor reader to open the gate when activated.	Each	1
3.4. Supply and install the RS05DC roller door motor. Motor to be programmed to operate automatically and incorporated to the current access control system.	Each	1
3.5. Removal of the old Steel Roller door. Supply and installation of a solid roller shutter steel door, 75mm slats, 1mm thick galvanised steel, 4.15m-width x 2.5m-height, charcoal, No grease, To be connected to a roller door motor, Rubber underneath for sealing.	Each	1

3.6. Re-alignment of the Entrance sliding gate. The gate currently comes off the rail when opening and cannot close completely. Refer to a picture below on page 13 annexure A.	Each	1
3.7. Supply, deliver and install ZKT indoor reader units to operate on the current system.	Each	4
3.8. Supply, deliver and install Mag Locks – 300kg.	Each	2
3.9. Supply, deliver and install Power supplies – 12V 7AH.	Each	2
3.10. Supply and install Door Closers – 65kg.	Each	2
3.11. Supply and install Network Cabling and points, cat 6 LAN, 100m.	Each	2

NOTE: Installation and configuration

- The bidder is requested to remove the old equipment and replace with new equipment where necessary (old equipment remain the property of NRF-SAASTA)
- The bidder need to ensure all installed equipment is in working order and NRF-SAASTA representatives are trained on how to use them
- The bidder must to supply the original equipment manufacture's manuals
- The new installed devices/systems are interdependent on the current vehicle gates system and is to be linked by the bidder.

Warranty / Guarantee

- The bidder must register and provide the new equipment warranty with the manufacturer
- The bidder to provide a one-year workmanship guarantee
- 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

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 the criterion listed below will be disqualified.

Criterion	Grading scheme	Minimum required grade
The bidder must submit valid PSIRA registration certificate.	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.	Supply and deliver a fully insulated Nutec Panels Guard House, 2800mm x 1500mm x 2300mm with an awning of 2300mm x1000mm. Single Hard wood door with aluminium sliding window panel, Painted Grey on the outside similar to main building and cream on the inside, LED lighting, Aluminium sliding windows on both sides and front, Fully Rubberised Plywood floor, Galvanized 0.5mm charcoal roof sheet, Electrical connection from the main building and COC for electrical works. Refer to pictures on page 14 annexure B, for illustration purposes only.	Each	1		
2.	Supply and install a No Touch Exit Sensor at reception desk to open the reception door.	Each	1		
3.	Link/connect the EXIT D10 sliding gate motor with the ZKT indoor reader to open the gate when activated.	Each	1		
4.	Supply and install the RS05DC roller door motor. Motor to be programmed to operate automatically and incorporated to the current access control system.	Each	1		
5.	Removal of the old steel Roller door. Supply and installation of a solid roller shutter steel door, 75mm slats,1mm thick galvanised steel, 4.15m-width x 2.5m-height, charcoal, No grease, To be connected to a roller door motor, Rubber underneath for sealing.	Each	1		
6.	Re-alignment of the Entrance sliding gate. Refer to a picture below on page 13 annexure A.	Each	1		
7.	Supply, deliver and install ZKT indoor reader units to operate on the current system.	Each	4		
8.	Supply, deliver and install Mag Locks – 300kg.	Each	2		

9.	Supply, deliver and install Power supplies – 12V 7AH.	Each	2		
10.	Supply and install Network Cabling and points, cat 6 LAN, 100m.	Each	2		
11.	Supply and install Network Cabling and points, cat 6 LAN, 100m.	Each	2		
Total VAT inclusive					

Annex F :

STANDARD BIDDING DOCUMENTS

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

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

ANNEXURE A:

Sliding Entrance Gate – for illustration purposes only.



Item number 3.6

ANNEXURE B

GUARDHOUSE

The Following pictures are for illustration purposes only.



This picture illustrates the Nutec material and roof type.



This picture illustrates the awning