

REQUEST FOR QUOTATIONS

GOODS	X
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SERVICES	X
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DESCRIPTION:	SUPPLY AND DELIVERY OF A TRAILER MOUNTED ACCESS PLATFORM (CHERRY PICKER), INCLUDING OPERATOR TRAINING		
RFQ NUMBER	SARAO AO 001 2019		
CLOSING DATE AND TIME	Friday, 11 October 2019 at 11.00AM		
RFQs SUBMITTED TO	anwuli@ska.ac.za		
DELIVERY INFORMATION - N/A			
LOCATION:	SKA Support base, Klerefontein, Northern Cape		
LEAD TIME (purchase order date)	3 months after receipt of purchase order		
Bidding procedures enquiries are directed to:		Technical information enquiries are directed to:	
Contact person	Anwuli Okecha	Contact person	Dawie Fourie
E- Mail address	anwuli@ska.ac.za	E- Mail address	dfourie@ska.ac.za
Telephone	021 506 7300	Telephone	053 382 5001

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

This RFQ is for the purchase of a trailer mounted access platform (cherry picker) for the SARAO Klerefontein support base office in Carnarvon, Northern Cape.

3. SPECIFICATION

The specifications for the cherry picker required are as follows –

Working height minimum	14.70 meters
Platform height minimum	12.70 meters
Working outreach minimum	7.53 meters
Platform slew minimum	400 degrees

Travelling width	1.60m
Working width	3.80m
Height	2.00m
Length	5.55m
Platform capacity	225kg
Platform size	1.40m x 0.70m
Control system	Fully proportional hydraulic
Power system	Engine (Diesel) and battery – mains
Telescopic Upper boom	
Outriggers	Hydraulic
Safety features	Cage overload sensing Outriggers with audible and visible alarms Manual recovery with hand pump Dual controls (platform & Base) Lock valves on all hydraulic Cylinders Overrun Brakes with gas spring hand brake Dual harness points

Additional requirements for this RFQ –

- Bidder must provide load test and LMI certification on platform and basket with delivery.
- Bidder must conduct operator licence training for ten (10) people.
- Bidder must register and deliver the cherry picker to Klerefontein SKA support base office, Carnarvon.

4. EVALUATION

Bids will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules to qualify for evaluation in Phase 2
Phase 2:	Compliance with functionality / quality requirements using GO/ NO GO criteria
Phase 3:	Price and BBBEE evaluation

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	Page reference	Mandatory (M) / Optional (O)
Signed and completed SBD 3.1 form (pricing schedule)	Page 5	M
Signed and completed SBD 4 form	Page 7	M (if bid exceeds R30 000)
Signed and completed SBD 6.1 form	Page 9	M (if bid exceeds R30 000)
Signed and completed SBD 8 form	Page 12	M (if bid exceeds R30 000)
Signed and completed SBD 9 form	Page 12	M (if bid exceeds R30 000)
Original or certified BBBEE certificate		O (preference points will not be allocated if not submitted)

Phase 2 – Compliance with Mandatory Functionality Requirements

Bidders must meet the functionality requirements listed below. Bidders that fail to achieve a “GO” for each functionality requirement will not be considered for further evaluation.

No.	Functionality requirement	How this will be evaluated	GO / NO GO
1.	Proof of having supplied similar equipment to at least three (3) other customers	Bidders may submit official purchase orders; reference letters; signed contracts, or a combination thereof, as evidence	
2.	Supply proof that bidder is the Original Equipment Manufacturer (OEM) of the equipment to be supplied, alternatively, if the bidder is not the OEM, Submit a letter from the manufacturer confirming supply of the equipment to the bidder	OEM confirmation letter; or Letter of authority from manufacturer to bidder	

5. PRICING SCHEDULE - SERVICES (SBD 3.1)

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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.

No.	Description	Quantity	Unit cost	Total
1.	Supply of cherry picker	1		
2.	Cost of delivery	N/A		
3.	Training	10 people		
Sub-total (Excl. VAT)				
VAT (15%)				
Total (Incl. VAT)				

6. PERFORMANCE

- 6.1 The contracted bidder recognises that failure to meet the performance levels of this contract will have a material adverse impact on the operations of SARAO and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to any precise determination.
- 6.2 SARAO excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of SARAO or its staff, or circumstances of force majeure referred to in this agreement.
- 6.3 If the contracted bidder fails to meet any performance level:
 - (i) the contracted bidder shall investigate and report on the root causes of the performance level failure;
 - (ii) promptly correct the failure and begin meeting the set performance levels;

- (iii) advise SARAO as and to the extent requested by SARAO of the status of the remedial efforts being undertaken with respect to such performance level failure; and
- (iv) take appropriate preventative measures to prevent the recurrence of the performance level failure.

6.4 Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. SARAO deems failure by the contracted bidder to measure performance with respect to the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

Services/goods being measured	Measurement methodology	Penalty
Compliance of cherry picker to bid specifications on delivery	Cherry picker to be inspected against a specification checklist to ensure it meets all requirements specified in this document	Return and re-delivery at supplier's own cost
Delivery according to specified lead time	Failure to deliver according to the lead time specified in this document, or within such lead time as otherwise agreed between SARAO and the appointed service provider	Penalty of 1% of the invoice for everyday of default until delivery is made

7. CONDITIONS

The following conditions will apply:

- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Submit your original or certified BBEEE Certificate if you are claiming for BBEEE points, failing which, the BBEEE claimed will be forfeited or zero points will be allocated.
- Provide an updated CSD summary report. To register, visit <https://secure.csd.gov.za/>. **No award will be made to a service provider who is not registered on CSD.**

Quotations over a value of R 30 000.00 (VAT included) must be accompanied by the relevant SBD documentation for Quotations duly completed, and the enclosed Declaration of Interest (SBD 4), Declaration, preference points claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1), Declaration of Bidder's Past Supply Chain Management Practices (SBD8), Certificate of Independent Bid Determination (SBD9).

- The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R30 000.00.

- Late or faxed quotations will not be considered. SARAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SARAO does not bind itself to accepting the lowest quotation.

Tax conditions

It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with SARS to meet the bidder’s tax obligations. Therefore, this bid shall not be awarded to a bidder who is not tax compliant.

Foreign bidders must comply with SARS requirements and ensure that they are registered on the Central Supplier Database (CSD) system.

Failure to comply with the highlighted conditions will invalidate your offer.

This request for formal quotation is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT	
<p>Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; National Assembly or the National Council of Provinces; or National Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:</p> <ol style="list-style-type: none"> a. The Bidder is employed by the State; and/or b. The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid. 	
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>	
<p>Full Name of Bidder or his/her representative:</p>	
<p>Identity Number:</p>	

Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement:	
Tax Reference Number:	
VAT Registration Number:	
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of person/ director/ trustee/ shareholder/member:	
Name of State institution at which you or the person connected to the Bidder is employed	
Position occupied in the State institution	
Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	

Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes No

If so, furnish particulars as an attached schedule

SBD 6.1 - PREFERENCE POINTS CLAIMED

NB: Before completing this form, bidders must study the general conditions, definitions, and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1 General conditions

1.1 The following preference point systems are applicable to all bids:

- 1.1.1 The 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- 1.1.2 The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.2 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.3 The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

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

80/20 :	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	OR	90/10 :	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
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Where P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

1.5 Points awarded for B-BBEE status level of contributor

1.5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor
Number of points (90/10 system)	10	9	6	5	4	3	2	1	
Number of points (80/20 system)	20	18	14	12	8	6	4	2	

2 Bid declaration

2.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL	Level:
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B-BBEE POINTS CLAIMED	Points																																	
2.2	Points claimed in respect of paragraph 3 must be in accordance with the table reflected in paragraph 2 and must be substantiated by relevant proof of B-BBEE status level of contributor.																																	
3 Sub-contracting																																		
3.1	Will any portion of the contract be sub-contracted? (Tick applicable box)																																	
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px;">YES</td> <td style="width: 20px;"><input type="checkbox"/></td> <td style="width: 20px;">NO</td> <td style="width: 20px;"><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>																													
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>																															
3.2	If yes, indicate:																																	
	1. What percentage of the contract will be subcontracted.....%																																	
	2. The name of the sub-contractor.....																																	
	3. The B-BBEE status level of the sub-contractor.....																																	
3.3	Whether the sub-contractor is an EME or QSE? (Tick applicable box)																																	
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3.4	Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:																																	
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4 Declaration with regard to company/firm																																		
4.1	Name of company/firm:																																	
4.2	VAT registration number:																																	
4.3	Company registration number:.....																																	
4.4	Type of company/ firm(Tick applicable box)																																	
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Other service providers, e.g. transporter, etc.

4.7 Total number of years the company/firm has been in business:

5 Bidder declaration

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1 and 3 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:

- Yes
 No

Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:

- Yes
 No

Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:

- Yes
 No

Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:

- Yes
 No

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a. Has been requested to submit a Bid in response to this Bid invitation;
- b. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a. Prices;
- b. Geographical area where product or service will be rendered (market allocation);
- c. Methods, factors or formulas used to calculate prices;
- d. The intention or decision to submit or not to submit, a Bid;
- e. The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f. Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.

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

Signature of bidder:

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 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: