

## REQUEST FOR QUOTATIONS

<b>SERVICES</b>	<b>X</b>
<b>GOODS</b>	

<b>DESCRIPTION:</b>	REQUIREMENTS FOR TRAINING, LICENCE AMENDMENTS AND WATER QUALITY MONITORING FOR COMPLIANCE WITH WATER USE LICENCE CONDITIONS		
<b>RFQ NUMBER:</b>	NRF RFQ PEP6 002 2019		
<b>CLOSING DATE AND TIME:</b>	TUESDAY, 17 MARCH 2020		
<b>BIDS SUBMITTED TO:</b>	<a href="mailto:anwuli@ska.ac.za">anwuli@ska.ac.za</a> , or Reception, SARAO Offices, 2 <sup>nd</sup> Floor, 17 Baker Street, Rosebank, Johannesburg		
<b>DELIVERY INFORMATION - N/A</b>			
<b>Bidding procedures enquiries may be directed to:</b>		<b>Technical information enquiries may be directed to:</b>	
<b>Section</b>	Supply Chain Management	<b>Section</b>	Construction Planning
<b>Contact person</b>	Anwuli Okecha	<b>Contact person</b>	Gabriella Duncan
<b>E- Mail address</b>	<a href="mailto:anwuli@ska.ac.za">anwuli@ska.ac.za</a>	<b>E- Mail address</b>	<a href="mailto:gduncan@ska.ac.za">gduncan@ska.ac.za</a>
<b>Telephone</b>	021 506 7415	<b>Telephone</b>	011 268 3437

<b>SUPPLIER INFORMATION</b>					
<b>Name of Bidder Name:</b>					
<b>Street Address:</b>					
<b>Telephone Number</b>					
Code		Number			
<b>Cell Phone Number</b>					
Code		Number			
<b>Facsimile Number</b>					
Code		Number			
<b>E-Mail Address</b>					
<b>VAT Registration Number</b>					
<b>Tax Compliance Status</b>	Tax Compliance System PIN		<b>OR</b>	Central Supplier Database No.	MAAA
<b>B-BBEE Status Level Verification Certificate</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE Status Level Sworn Affidavit</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</b>					
<b>Are you the accredited representative in South Africa for the goods/services/works offered?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		<b>Are you a foreign-based supplier for the goods/services/works offered?</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	
Is the entity a resident of the Republic of South Africa (RSA)?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a branch in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have any source of income in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?					<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 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) is a project of the Department of Science and Innovation, executed through the National Research Foundation (NRF). Information about the project is available from <https://www.SARAO.ac.za/>.

The SARAO is a National Facility of the NRF that incorporates South Africa's radio astronomy instruments and programmes including the Square Kilometre Array (SKA) project in South Africa as well as the MeerKAT and KAT-7 telescopes in the Karoo in the Northern Cape, the Hartebeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the African Very Long Baseline Interferometry (AVN) programme in nine African countries as well as the associated human capital development and commercialisation endeavours. More information about the SKA project is available from [www.ska.ac.za](http://www.ska.ac.za).

## 2. SPECIFICATION

### 2.1 Background on current MeerKAT Water Use Licences

The SARAO/NRF currently has two valid Water Use Licences (WULs) that have been in effect from the 29<sup>th</sup> of August 2012. These licenses were issued for the MeerKAT project which consists of a 64 dish array that will later form part of the larger SKA Phase 1 dish array. The MeerKAT infrastructure is located on the farms Meys Dam (RE68) and Losberg farm portions (73) and the following licences were issued for these farms respectively. These WULs have been attached as Appendix A and B respectively.

License No. 14/D54E/A/1911 was issued by the Department of Water and Sanitation (DWS) for the following water uses in terms of Section 21 of the National Water Act, 1998 (Act No. 36 of 1998) (NWA):

- Section 21(a) – Taking water from a water resource; and
- Section 21(g) – Disposing of water in a manner which may detrimentally impact on a water resource.

License No. 14/D54E/ACGI/1012 was issued for the following water uses in terms of Section 21 of the NWA:

- Section 21(a) – Taking water from a water resource;
- Section 21(c) – Impeding or diverting the flow of water in a water course;
- Section 21(g) – Disposing of waste in a manner which may detrimentally impact on a water resource; and
- Section 21(i) – Altering the beds, banks, course or characteristics of a water course.

## **2.2. Amendments required to current MeerKAT Water Use Licences**

The WULs for the MeerKAT project were issued in 2012. Since this time some of the licence conditions do not seem to be as relevant or necessary as at the start of the project due to technological advancements, changes in the projects demand on water use and follow up studies that have been undertaken since the licences were issued. As such SARAO requires the appointment of (a) suitably qualified specialist/s to undertake a full review of the two WULs and their conditions. The review process will involve communications and workshops with various SARAO staff members and a review of relevant supporting documents (for example follow up studies, new water use licence applications and audit report findings). All supporting documentation will be made available to the appointed specialist/s.

Once all necessary documentation is reviewed the appointed specialist will be required to undertake an amendment process with the Department of Human Settlement, Water and Sanitation (DHWS) for both WULs and provide SARAO with the updated licences following the amendment process. The amendment applications must motivate why any amendments to the condition are necessary and must further propose alternative wording/requirements on the conditions.

### **2.2.1 Deliverables on amendment requirements**

The SARAO will require the appointed specialist/s to undertake the following:

- Review all of Water Use Licence conditions and requirements as well as all supporting documentation provided by SARAO including, but not limited to, audit reports and follow-up studies;
- Consultation and workshops with relevant SARAO employees to determine where amendments may be needed and to provide background context on the MeerKAT and SKA project;
- Consultation with DHWS on amendment applications and inception meetings (if necessary);
- Compiling amendment applications;
- Submission and follow up on the amendment applications to DHWS;
- The appointed specialist will be required to follow through with the application process until SARAO has an approved amended licence.

## **2.3 SARAO staff training programme**

The SARAO requires the appointed specialist/s to develop a training programme based on the MeerKAT WULs requirements/conditions. The training programme must be developed and implemented for the SARAO staff members (budgeting on ten staff members) involved in meeting the requirements/conditions of the licence. The training programme will need to be structured to allow all members being trained to adequately undertake all necessary activities. Through training the SARAO staff members must: be suitably capable of data/sample collection, understand all licence requirements and data recording and interpretation and analysis. Where applicable the methodological approach taken in training must be dependent on the methodology prescribed for use in the WULs.

The training programme must include, but not be limited to ensuring:

- SARAO staff can correctly read and record flow meter readings;
- Flow meter readings are recorded and later analysed in the correct manner;
- Recording sheets are established;
- Water quality samples are correctly taken, stored and sent to a accredited laboratory;
- Data is analysed and reported on in a usable manner;
- SARAO staff are aware of the WULs requirements and conditions and how implementation occurs going forward; and
- Develop a schedule and recording templates for use in data/sample collection to ensure administrative compliance.

SARAO will provide the appointed specialist/s with a training conference venue on-site at the SKA support base in the Karoo.

### **2.3.1 Deliverables on training requirements**

The SARAO will require the appointed specialist/s to undertake the following:

- Development of a training programme, plan and training material (if necessary);
- Conduct on-site training with the necessary staff members involved in ensuring the WULs requirements are adhered to and those operations staff required to collect necessary data;
- Ensure the necessary staff members are capable of addressing the requirements of the WULs without external assistance going forward into the future;
- Ensure that the necessary staff members are aware of all equipment they require to ensure compliance.

### **2.4 Groundwater quality monitoring**

Outside of the training deliverables specified above, the appointed specialist/s will also be required to assist the NRF/SARAO in ensuring legal compliance with the WULs in terms of groundwater quality monitoring. The appointed specialist/s will only be required to undertake this process once (for all sites to be tested) as once trained SARAO staff will be able to undertake this activity themselves into the future.

The appointed specialist will be required to:

- Undertake all necessary water quality sampling in line with what is stipulated in the WULs and environmental best practice;
- Ensure that all parameters specified in the WULs are tested for at an accredited laboratory;
- Data analysis following testing of water quality and preparation of information for submission to the Department in line with the condition requirements.

The NRF/SARAO is required to urgently submit these water quality findings to the DHWS. As such this process needs to be prioritised in the project schedule. The deadline for finalizing the groundwater quality monitoring section is the 30 April 2020, as such the potential bidders need to determine in their project schedules how to

Page | 5 South African Radio Astronomy Observatory (SARAO), Address: 2 Fir Street, Black River Park (North Gate entrance), Observatory, Cape Town, 7925 Tel: [+27 \(0\) 21 506 7300](tel:+27215067300)

ensure this is completed. It is preferable for the appointed specialist/s to be able to simultaneously undertake groundwater sampling and training in order to avoid any duplication in work and process. However, this will be dependent on the methodologies proposed and work schedules determined.

#### **2.4.1 Deliverables on groundwater quality monitoring**

The SARAO will require the appointed specialist/s to undertake the following:

- Undertake water quality sampling in line with the WULs requirements;
- Ensure that water quality samples are accurately prepared for laboratory analysis to ensure that all parameters that need to be tested can be done so;
- Ensure that all parameters specified in the WULs are tested for at an accredited laboratory;
- Undertake data analysis of the data following testing to ensure information is adequately prepared for submission to the Department in line with the condition requirements; and
- Ensure groundwater quality monitoring is undertaken in full in line with the WULs requirements and made available to SARAO for submission before the deadline of 30 April 2020.

#### **2.5 Bid submission requirements**

Bidders for this RFQ need to provide a detailed overview of the methodological approach taken to deliver on the requirements of this RFQ. In addition, bidders will need to provide a detailed project schedule to address the RFQ deliverables.

**The bidders must be aware that the groundwater quality monitoring section contained in this request needs to be prioritised and completed by 30 April 2020 and that the all deliverables are expected to be delivered on within a period no longer than three (3) months.**

### **3. EVALUATION**

Submissions will be evaluated in three phases, as follows:

Phase 1 - Administrative Compliance

Phase 2 - Functionality – Compliance with functionality requirements specified in the specifications

Phase 3 - Price and BBBEE scoring

#### **Phase 1 – Administrative Compliance**

Failure to complete the attached SBD bidding forms marked as 'Mandatory', and to submit the returnable documents marked as 'Mandatory' will result in the bidder's submission being declared non-complaint, and therefore not evaluated further in Phases two and three.

<b>Bidding Forms &amp; Returnable Documents</b>	<b>Measurement methodology</b>	<b>Mandatory (M) / Optional (O)</b>
SBD 1 - Invitation to Bid	Has the bidder completed and signed the SBD 1 form?	<b>M</b>
SBD 3 - Pricing Schedule	Has the bidder completed the pricing schedule and/or attached a detailed pricing schedule/quotation?	<b>M</b>
SBD 4 - Declaration of Interest	Has the bidder completed and signed the SBD 4 form?	<b>M</b> (if quote exceeds R30 000)
SBD 6.1 - Preference points claimed	Has the bidder completed and signed the SBD 6.1 form?	<b>M</b> (if quote exceeds R30 000)
SBD 8 - Declaration of past SCM practices	Has the bidder completed and signed the SBD 8 form?	<b>M</b> (if quote exceeds R30 000)
SBD 9 - Certificate of independent bid determination	Has the bidder confirmed that by submitting its bid, it has determined its bid independently?	<b>M</b> (if quote exceeds R30 000)
Original/certified BBBEE certificate, or sworn affidavit, if bidder is an EME or QSE	Has the bidder claimed preference points, and submitted its BBBEE certificate or sworn affidavit in support?	<b>O</b>
CSD supplier number	Is the bidder registered with CSD?	<b>M</b>



**Phase 2 - Functionality – Compliance with functionality requirements specified in the specifications**

Bidders are required to comply with the functionality/quality criteria below. **Service providers that do not achieve a minimum total score of (24) based on the criteria listed below will not be considered further –**

No.	Selection criteria	How will this be evaluated	Weighting (40 total)	Score 0 = 0% (NO GO)	Score 1 = 25%	Score 2 = 50%	Score 3 = 75%	Score 4 = 100%
1.	The appointed specialist/s must have the following qualifications, professional affiliations and experience: -	Bidders must submit evidence of the qualifications and professional registration (SACNASP) required by this RFQ, as well as the CV(s) of the specialist/specialist team.	20					
1.1.	<p><b>Team lead:</b></p> <ul style="list-style-type: none"> <li>a relevant post-graduate degree (MSc preferable).</li> <li>at least 7 years of relevant post-graduate work experience.</li> <li>a current registration as a Professional Natural Scientist with the South African Council for Natural Scientific Professions</li> </ul>		5	Qualifications <u>do not meet minimum requirements</u> , no evidence of relevant post-graduate degree, less than 7 years of relevant work experience, <u>No professional registration</u> with SACNASP or professional registration no longer valid	Qualifications <u>poorly meet minimum requirements</u> of a relevant post-graduate degree, less than 7 years of relevant work experience, <u>No professional registration</u> with SACNASP or professional registration no longer valid	Qualifications <u>averagely meet minimum requirements</u> of a relevant post-graduate degree, less than 7 years of relevant work experience, Professional registration with SACNASP in <u>field irrelevant to the study</u>	Qualifications <u>meet minimum requirements</u> of a relevant post-graduate degree, 7 years of relevant work experience, <u>valid</u> Professional registration with SACNASP in <u>relevant field</u>	Qualifications of all team members <u>exceeds minimum requirements</u> , more than 7 years of relevant work experience, all members have <u>valid</u> Professional registration with SACNASP in (a) <u>relevant fields</u>



	(SACNASP) in a related field to the requirements of this RFQ.							
1.2.	<p><b>Additional team members:</b></p> <ul style="list-style-type: none"> <li>a relevant post-graduate degree (MSc preferable).</li> <li>at least 3 years of relevant post-graduate work experience.</li> <li>a current registration as a Professional Natural Scientist with the South African Council for Natural Scientific Professions (SACNASP) in a related field to the requirements of this RFQ.</li> <li>A current accreditation with the Sector Education and Training Authority (SETA) is preferable.</li> </ul>		5	Qualifications <u>do not meet minimum requirements</u> , no evidence of relevant post-graduate degree, less than 3 years of relevant work experience, <u>No professional registration</u> with SACNASP or professional registration no longer valid	Qualifications <u>poorly meet minimum requirements</u> of a relevant post-graduate degree, less than 3 years of relevant work experience, <u>No professional registration</u> with SACNASP or professional registration no longer valid	Qualifications <u>averagely meet minimum requirements</u> of a relevant post-graduate degree, less than 3 years of relevant work experience, Professional registration with SACNASP in <u>field irrelevant to the study</u>	Qualifications <u>meet minimum requirements</u> of a relevant post-graduate degree, 3 years of relevant work experience, <u>valid</u> Professional registration with SACNASP in <u>relevant field</u>	Qualifications of all team members <u>exceeds minimum requirements</u> , more than 3 years of relevant work experience, all members have <u>valid</u> Professional registration with SACNASP in (a) <u>relevant fields</u>

1.3.	<p>Have experience in relevant fields including the following:</p> <ul style="list-style-type: none"> <li>Water Use Licence Applications and Amendment procedures;</li> <li>Groundwater monitoring;</li> <li>Developing and implementing training programmes; experience with groundwater and contaminated land assessments.</li> </ul>	<p>Bidders must submit evidence of previous work experience and projects worked on in the last five (5) years, as well as the CV(s) of the specialist/specialist team.</p>	10	<p>The bidder has <u>no experience</u> in delivering projects in relevant fields similar in nature to the requirements of this RFQ and within the last five (5) years</p>	<p>The bidder has <u>limited experience</u> in delivering projects in relevant fields similar in nature to the requirements of this RFQ, less than 2 projects with some similarity in nature within the last five (5) years</p>	<p>The bidder has <u>average experience</u> in delivering projects in relevant fields similar in nature to the requirements of this RFQ, less than 5 projects with some similarity in nature within the last five (5) years, has undertaken a similar/relevant training programmes (1) with success in the past five (5) years</p>	<p>The bidder has <u>relevant experience</u> in delivering projects in relevant fields similar in nature to the requirements of this RFQ and within the last five (5) years, more than 5 projects similar in nature within the last 5 years; has undertaken similar/relevant training programmes (3) with success in the past five (5) years</p>	<p>The bidder has <u>extensive experience</u> in delivering projects in relevant fields similar in nature to the requirements of this RFQ and within the last five (5) years, has undertaken more than ten (10) projects similar in nature within the last five (5) years; has undertaken similar/relevant training programmes (6) with success in the past five (5) years</p>
2.	<p>The appointed specialist must have the following additional skills, and comply with the following requirements:</p>	<p>Submit CV of the specialist/specialist team, and any other documentation containing evidences of compliance with these requirements.</p>	5					
2.1.	<ul style="list-style-type: none"> <li>The appointed specialist/s must have</li> </ul>		3	<p>The bidder is <u>unable</u> to <u>undertake</u></p>	<p>The bidder displays <u>limited ability</u> to <u>undertake</u> fieldwork,</p>	<p>The bidder displays <u>average ability</u> to <u>undertake</u> fieldwork,</p>	<p>The bidder is <u>capable</u> of <u>undertaking</u> fieldwork,</p>	<p>The bidder <u>exceeds</u> <u>expectations</u> in <u>abilities</u> to undertake fieldwork,</p>

	demonstrated competence to conduct fieldwork, and be physically fit and capable of undertaking a physical site investigation. <ul style="list-style-type: none"> <li>The appointed specialist/s must be and remain independent and objective throughout the appointment.</li> </ul>			fieldwork, <u>no demonstration of competence</u> in conducting fieldwork, no reference to projects where fieldwork has been undertaken	<u>poor demonstration of competence</u> in conducting fieldwork, limited reference to projects where fieldwork has been undertaken (less than 2)	<u>average demonstration of competence</u> in conducting fieldwork, few references to projects where fieldwork has been undertaken.	<u>demonstrates competence</u> in conducting fieldwork, sufficient reference to projects where fieldwork has been undertaken (more than 10)	<u>demonstrates competence (exceeding expectations)</u> in conducting fieldwork, reference is made to more than 15 projects where fieldwork has been undertaken.
2.2.	<ul style="list-style-type: none"> <li>It is preferable for the specialist/s appointed to have experience working in the arid part of South Africa (i.e. the Karoo).</li> </ul>		2	<u>No experience</u> working in the arid parts of South Africa	<u>Limited experience</u> working in the arid parts of South Africa, minimal project reference (only 1 project worked on in arid parts of SA )	<u>average experience</u> working in the arid parts of South Africa, minimal project reference (less than 5 projects in arid parts of SA)	<u>Relevant experience</u> working in the arid parts of South Africa, sufficient project reference (more than 5 projects in arid parts of SA)	<u>Extensive experience</u> working in the arid parts of South Africa, exceptional project reference (more than 10 projects in arid parts of SA)
3.	The methodological approach submitted by the bidders in response to the bid must meet the following criteria:	Bidders must submit a detailed methodology on how to address the deliverables of this bid as well as a comprehensive project schedule.	15					
3.1	Project methodology: Provide an overview of the approaches and methodologies to be employed in: 1) amending the current		5	<u>The bidder did not provide an overview</u> of the approaches and methodologies that may be	<u>The bidder provided a poor overview</u> of the approaches and methodologies that may be employed in: 1) amending the	<u>The bidder provided a limited, average or generic overview</u> of the approaches and methodologies that may be employed in:	<u>The bidder provided a relevant overview, specific to the project requirements,</u> of the approaches and methodologies that	<u>The bidder provided an extensive overview (exceeding expectations)</u> of the approaches and methodologies that may

	WULs and 2) undertaking the necessary water quality monitoring on site.			employed in: 1) amending the current WULs and 2) undertaking the necessary water quality monitoring on site.	current WULs and 2) undertaking the necessary water quality monitoring on site, the overview shows a lack of understanding of the project requirements	1) amending the current WULs and 2) undertaking the necessary water quality monitoring on site.	may be employed in: 1) amending the current WULs and 2) undertaking the necessary water quality monitoring on site.	be employed in: 1) amending the current WULs and 2) undertaking the necessary water quality monitoring on site.
3.2	Provide a detailed overview of the training programme to be developed and implemented for the SARAO to be able to implement the conditions of the WULs.		5	The bidder did not provide an overview of the training programme to be developed and implemented	The bidder provided a poor overview of the training programme to be developed and implemented, the overview shows a lack of understanding of the project requirements	The bidder provided an average or generic overview of the training programme to be developed and implemented, not accounting for the specific aspects that will need to be trained for based on the WULs requirements.	The bidder provided a relevant overview of the training programme to be developed and implemented, the training program is specific accounting for all training needs based on the WULs requirements.	The bidder provided an extensive, specific overview of the training programme to be developed and implemented, accounting for all training needs based on the WULs requirements.
3.3	Provide a detailed project schedule for addressing all project deliverables, ensuring the water quality monitoring aspect is prioritized.		5	A project schedule has not been provided	The project schedule provided is of poor quality and does not address all of the requirements that needs to be included in the project schedule or does not realistically account for project delivery times.	The project schedule provided is generic and/or average and only basically addresses all the requirements to be deemed sufficient for the project.	The detailed project schedule meets the requirements of the bid with all the aspects required as part of the methodology and deliverables described in detail, the evaluation committee involved are satisfied that the bidder is capable of managing the execution of the project.	The detailed project schedule exceeds the requirements of the bid by clearly defining how the contract will be successfully managed and leaves no doubt that the bidder understands the requirements in terms of the project management and deliverables required, Processes and procedures are clearly in place in terms of the



								management of the project.
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### Phase 3 – Price and BBBEE Status Level

Submissions will be evaluated on the 80/20 price and preference system, in the event of the lowest quotation exceeding R30 000.

#### 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 please complete the pricing schedule below in response to this scope of work. Bidders may itemise the detailed activities required for the upgrade in a separate pricing schedule.

No.	Deliverables	Professional	Estimated man hours	Hourly rate	Total (Excl. VAT)
1.	Groundwater quality monitoring (inc. Laboratory costs, sampling costs and analysis costing)				R
1.1.	Professional fees required in this specification			R	R
1.2.	Disbursement costs				R
2.	Training programme (for ten (10) people)				R
2.1.	Professional fees required in this specification			R	R
2.2.	Disbursement costs				R
2.3.	Event costs				R
3.	Amendment process for current Water Use Licences				R
3.1.	Professional fees required in this specification			R	R
3.2.	Disbursement costs				R
<b>Sub-total</b>					R
<b>VAT (15%)</b>					R
<b>TOTAL</b>					<b>R</b>

**A detailed quotation that corresponds to the above pricing schedule may be submitted.**

#### 4. 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 BBBEE Certificate if you are claiming for BBBEE points, failing which, the BBBEE claimed will be forfeited or zero points will be allocated.
- Bidders must submit their CSD supplier number or, updated CSD summary report. To register <https://secure.csd.gov.za/>

#### Payment

- Payment terms are as less than 30 days from date of receipt of invoice. Qualifying invoices for payment must meet the following minimum requirements:
- Reference to purchase order number
- Detailed Line items as specified in purchase order

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), 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.

#### **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

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:

- 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.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:	
Identity Number:	
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

Yes  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?

Yes  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?

Yes  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?

Yes  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 0
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:
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)

YES		NO	
-----	--	----	--

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)

YES		NO	
-----	--	----	--

3.4 Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME <sup>√</sup>	QSE <sup>√</sup>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**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)

TYPE	Tick applicable box
Partnership/Joint Venture /Consortium	
One person business/sole proprietor	
Close corporation	
Company	
(Pty) Limited	

4.5 Describe principal business activities

.....

.....

.....

.....

4.6 Company classification (Tick applicable box)

TYPE	Tick applicable box
Manufacturer	
Supplier	
Professional service provider	
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:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) 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.



**SARAO**  
South African Radio  
Astronomy Observatory

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

\*Please refer to SARAO's website for the National Treasury's general conditions of contract

<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 NRF Corporate 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 NRF Corporate 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: