

## REQUEST FOR QUOTATIONS

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

DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER TO SUBMIT APPLICATIONS IN TERMS OF KCAAA's REGULATIONS FOR COMMUNITY MEMBERS IN THE SPIRAL ARM CORRIDOR AND 50 KM RADIUS CYCLE FROM THE VIRTUAL CENTRE		
RFQ NUMBER:	SARAO RFQ SAGA 001 2019		
SITE CLARIFICATION MEETING:	18 MARCH 2020 at 11.00AM		
SITE CLARIFICATION VENUE:	SASSA Hall, Carnarvon		
CLOSING DATE AND TIME:	<b>7 APRIL 2020 at 11.00AM</b>		
BIDS SUBMITTED TO:	<a href="mailto:anwuli@ska.ac.za">anwuli@ska.ac.za</a> , or The Tender Box at Reception, SARAO Offices, 2 Fir Street, Black River Park, North Gate Entrance, Observatory, Cape Town		
<b>DELIVERY INFORMATION - N/A</b>			
<b>Bidding procedures enquiries may be directed to:</b>		<b>Project information enquiries may be directed to:</b>	
<b>Section</b>	Supply Chain Management	<b>Section</b>	Project Management Office
<b>Contact person</b>	Anwuli Okecha	<b>Contact person</b>	Yanga Balfour
<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:ybalfour@ska.ac.za">ybalfour@ska.ac.za</a>
<b>Telephone</b>	021 506 7415	<b>Telephone</b>	021 506 7300 (7386)

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<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]											
<table border="1" style="width: 100%;"> <tr> <td>Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>						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
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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 Square Kilometre Array (SKA) project, which includes the construction of the 64 Antenna Receptor MeerKAT radio telescope, is a world-class instrument located in the Karoo and is a project of the Department of Science and Technology, executed through the National Research Foundation and the South African Radio Astronomy Observatory (SARAO), a national facility of the NRF. Information about the project is available on our website, <http://www.sarao.ac.za>.

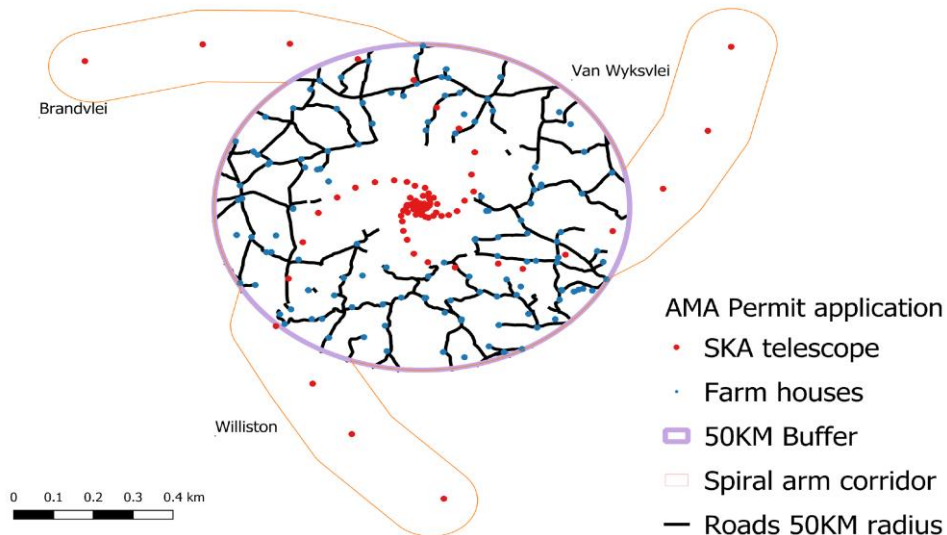
SARAO operates at 4 different locations, with 13 divisions that cover scientific research, engineering and business operations, communications, commercialization and large-scale human capital development programs. SARAO obtained ISO9001 accreditation in October 2017.

## 2. SPECIFICATION

The project is aimed at appointing a service provider to assisting the local community members with the application for a permit and if applicable, the application for a financial compensation relating to radio frequency transmitters and electrical equipment in farm houses within the SKA spiral arm corridor and 50KM radius from the SKA Virtual Centre. The Minister responsible for Science and Technology published the forms required to implement the Karoo Central Astronomy Advantage Areas (KCAAAAs) regulations in the Government Gazette No. 42085 of 05 December 2018 under notice number 1337. This followed the KCAAAAs Regulations in the Government Gazette No. 41321 of 15 December 2017 under notice number 1411 that prescribe:

- i. Schedule A under sub-regulation 4 (3) requires for any person who operates radio equipment for which radio frequency spectrum licence exemptions have been prescribed by ICASA, in Part III, regulation 4 of the ICASA Spectrum Regulations, 20015, shall not operate or use such equipment within 50 KM of the SKA Virtual Centre unless a permit has been granted by the management authority.
  - ✓ It is a mandatory requirement for the successful service provider to submit Form 2 Permit application for one-hundred and thirty-four (134) farm portions.
  - ✓ To visit all 134 farm portions, the road distance that will be travelled is One Thousand, One Hundred and Ten kilometres (1110 km).
  - ✓ In terms of Government Gazette No. 42762 of 11 October 2019, under Notice number 1318, the date for compliance with Regulation (3 (2) Schedule A of the KCAAAAs Regulations is now 15 June 2020. This notice from the Minister of Higher Education, Science and Technology prescribes that all the work relating to Form 2 must be completed before 15 June 2020.
  - ✓ Figure 1 is an illustration of houses that require AMA Permit and the road that will be travelled to get to the identified farms.

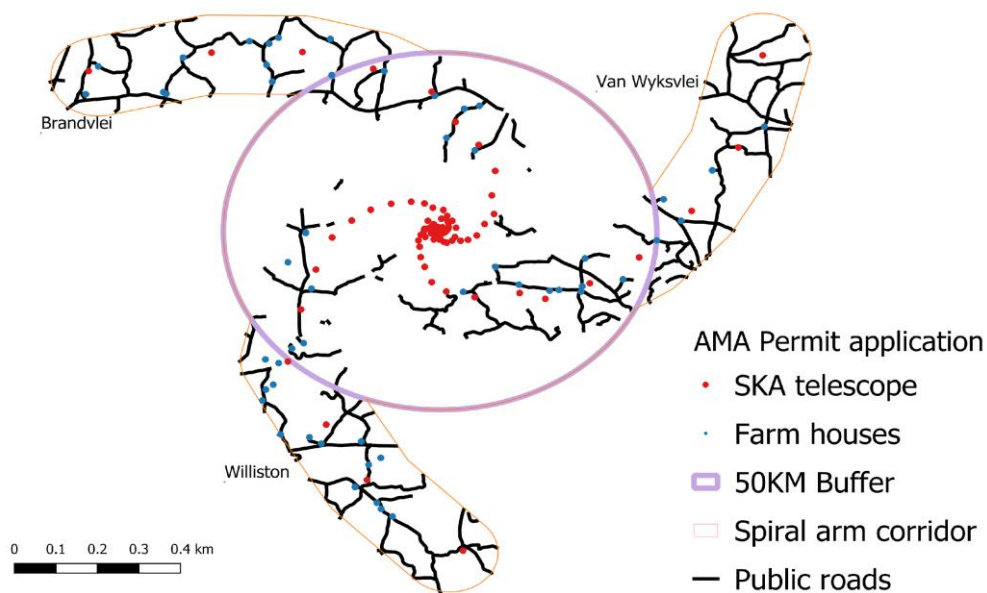
## Permit application for Household equipment



*Figure 1: Travelling distance within 50KM radius is 1 110 kilometres to visit 134 farmsteads*

- ii. Schedule D under sub-regulation 3 (3) states that existing equipment and infrastructure is exempted from the requirement to acquire and possess a permit unless it is found that radio frequency interference is caused.

## Permit application for Household equipment



*Figure 2: Travelling distance within spiral arm corridor is 1 363 kilometres to visit 64 farmsteads*

- iii. Schedule D under sub-regulations 4 (7) states: If the management authority decides to grant the permit, the authority must issue the permit, and the permit must include all the conditions that the permit holder must comply with in

relation to the electrical infrastructure and equipment.

- ✓ Farmsteads identified in Figure 2 are closer to SKA radio telescope station, thus pose a high risk of interference.
- ✓ SARAO is in negotiation with landowners to receive a servitude for remote SKA telescope stations.
- ✓ AMA decided to conduct the compliance assessment in terms of Schedule D of the KCAAs Regulations to grant a permit landowner of the servitude farm.
- ✓ Farmsteads near the remote SKA station must also be invited to apply for a permit in terms of Schedule D of the KCAAs Regulations. Schedule D under sub-regulation 3 (3) is still applicable to farm owners that elect not to apply for the electrical emission permit. The existing equipment and infrastructure are exempted from the requirement to acquire and possess a permit unless it is found that radio frequency interference is caused

- iv. Schedule C under sub-regulation 3 (1) states: An affected person who has suffered a substantiated financial loss solely as a direct result of that person's compliance with a requirement or a condition imposed in terms of Schedules A and B, may apply to the Minister for compensation in terms of KCAAs regulations.

SARAO wishes to appoint a service provider to help the Karoo community member located within Figure 3 buffer zone to apply for Permit in terms of Schedule A under sub-regulation 4 (3), Schedule D under sub-regulation 3 (3), Schedule D under sub-regulation 3 (5), and Schedule C under sub-regulation 3 (1).

## Permit application for Household equipment

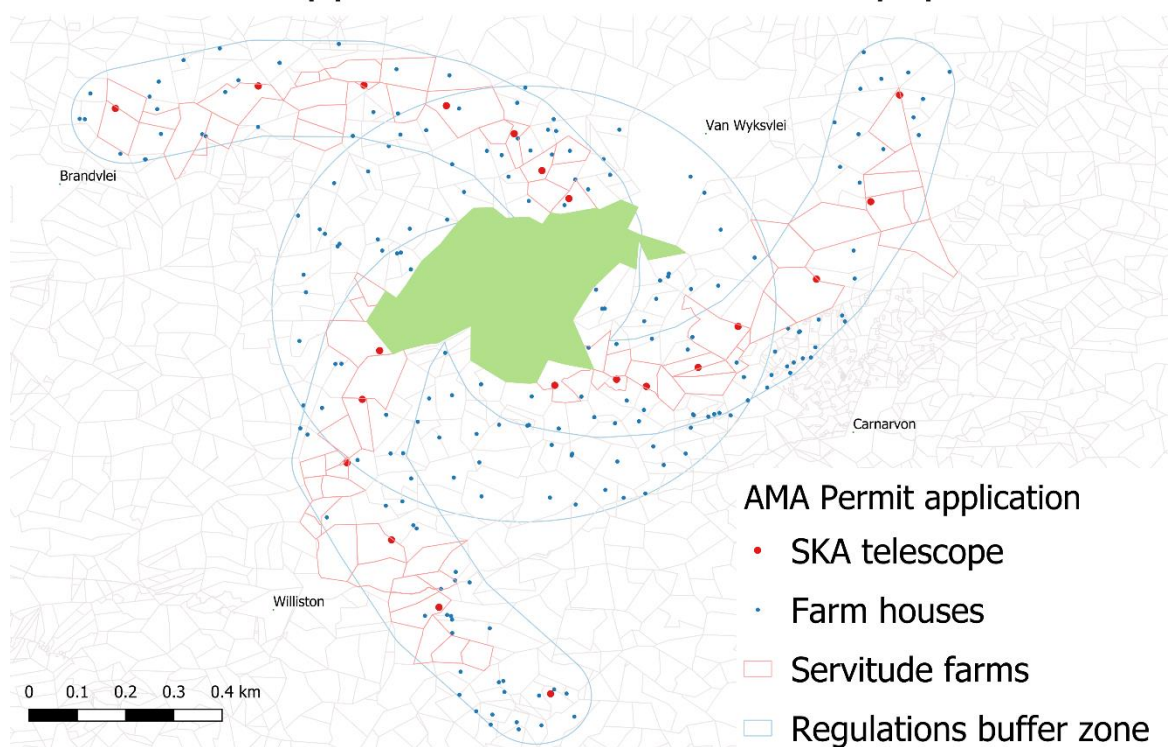


Figure 3: AMA permit application buffer zone

The scope of work excludes Schedule D, sub-regulation 3 (4); which state that new electrical equipment and infrastructure, within an electrical power rating of greater than 100 KVA and within a distance of 30 KM from the nearest SKA Infrastructure Territory, or within a distance of 50 KM for electrical generation by means of wind turbines, require a permit in terms of regulation 4 of Schedule D Regulations. The SKA Infrastructure Territory means the protection corridors within the Karoo Central Astronomy Advantage Area 1 as depicted and described in Annexure A to Schedule D Regulations and the 20KM radius circular area around the SKA Virtual Centre.

The successful service provider is required to submit all permit applications online on the Astronomy Management Authority (AMA) website <https://ama.dst.gov.za/>. The application for radio communication systems is based on FORM 2, while the application for electrical equipment is based on FORM 5, and the application for financial compensation is based on FORM 4. The Permit applicant at each farm portion is in the name of the farm owner.

The successful bidder is therefore expected to inform the local community members of the services provided and to make appropriate meeting arrangements to successfully complete the Permit applications.

1. Logistics requirements for the successful bid:

- i. Transportation (vehicle) to travel to each farm portion to collect the data required for the application in terms of FORM 2, FORM 5 and FORM4.
- ii. Electronic equipment to determine the Geographic location (longitude and latitude in WGS84 decimal degrees).
- iii. Camera to take pictures that must be attached on each application.
- iv. A portable device suitable for capturing application records while travelling.
- v. Internet connectivity to submit each application online at the AMA website.
- vi. Conversant in both English and Afrikaans to write, read, and speak.
- vii. Telephone and email to communicate with affected stakeholder for booking an appointment

2. Technical requirements for the successful bid:

- i. Knowledge of Annexure B apparatus exempted from radio frequency spectrum licences, which includes: Cordless phones, Wildlife telemetry tracking, Public mobile radio, Security system, Low power radio, RFID, Alarms, DECT cordless phones, Low power video surveillance, Wireless access systems, Point-to-Point fixed radio systems.
- ii. Knowledge of short-range devices which are used for:
  - ✓ Tracking, tracing, data acquisition, meter reading, telemetry, alarm, data acquisition,
  - ✓ Radio frequency identification (RFID) including for example: animal identification, wireless control systems, wireless voice link, or access control, and
  - ✓ Model control equipment, which is solely for the purpose of controlling the movement of the model, in the air or on land surface.
- iii. Knowledge of household appliances, electric tools, and similar apparatus, which includes: Battery chargers, Cooking appliances, Kitchen machines, electrical heating equipment.
- iv. Knowledge of sound and television broadcasting receivers and associated equipment, which includes: Audio amplifiers, CD/DVD players, FM sound receiver, Satellite tuner units (1<sup>st</sup> IF), Television receivers, TV set-top boxes, Video projector, and Video recorder.
- v. Knowledge of information technology equipment, which includes: Copy machine, Data display, Modem, Local network device, Telecommunication terminal, FAX modem, and Data processor (Computer, Laptop, Smart phone, or Tablet PC).
- vi. Knowledge of electronic communications equipment, which includes: Fixed radio links, Private land mobile radio, Digital Enhanced Cordless Telecommunications (DECT) equipment, Mobile and portable radio, Digital cellular mobile device (GSM, IMT, CDMA), Very Small Aperture Terminal (VSAT) satellite earth station, and Terrestrial trunked radio (TETRA).
- vii. Knowledge of radio disturbance and Electromagnetic disturbance equipment, which includes: Arc welder, grid connected power converter, Photovoltaic power generating system (Solar panels), Wind turbine, Wind charger, Generator, batteries, Inverters, electric pump.

**A confidentiality agreement will be signed by all parties involved upon acceptance of the quotation by SARAO.**

### 3. EVALUATION

Submissions will be evaluated in three phases, as follows:

Phase 1 - Administrative Compliance

Phase 2 – Functionality (determine that responses are complete and the proposed consultant is competent to carry out the work. This shall include reference checks)

Phase 3 - Price and BBBEE scoring

**Phase 1: Administrative Compliance**

<b>Bidding Form / Returnable document</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 bid exceeds R30 000)
SBD 6.1 - Preference points claimed	Has the bidder completed and signed the SBD 6.1 form?	<b>M</b> (if bid exceeds R30 000)
SBD 8 - Declaration of past SCM practices	Has the bidder completed and signed the SBD 8 form?	<b>M</b> (if bid 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 bid 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>
Annexure 1 Farm Engagements	Protocol is designed to ensure communications is undertaken with land owner about the purpose of the meetings, security on farms and feedback after meetings	<b>M</b>

## FARM ENGAGEMENTS (Annexure 1)

I, the bidder, warrant by signature that I accept the following:

- Farm access protocol that will be agreed upon with local farmer unions.
- I have excellent coordination skills to ensure appointments are made with applicable land owners as I understand that I will not be allowed to enter land without an appointment made with the landowner.
- I am fluent in Afrikaans as all communication with applicable land owners will be in Afrikaans as the local community do not engage in English.

I confirm that I am duly authorised to sign this form.

Signature of bidder:



## Phase 2: Functionality Criteria

The data capturing service provider is required to comply with the functionality/quality criteria below. Service providers that do not achieve a 'GO' for all criteria listed below will not be considered further

No.	Selection criteria-Part 1	How will this be evaluated	
	<b>Company Profile</b>	<b>Returnable Documents</b>	<b>GO / NO GO</b>
1.1	<ul style="list-style-type: none"> <li>The service provider must provide evidence of capacity and capability to execute the works described in this bid. i.e. a portfolio of projects covering a data capturing projects (restricted to a minimum of 2 projects with contactable references).</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience within the past 5 years</li> <li>Evidence of 2 projects</li> <li>Contactable References</li> <li>Implementation plan of how local community will be capacitated to assist in every element of the project.</li> </ul>	
1.2	<ul style="list-style-type: none"> <li>Service provider must have full-time project team lead(s) involved in this project. <i>Minimum educational qualification Matric certificate / a qualification equal or higher than N3 in telecoms or electronics or mechanical engineering.</i> <i>Minimum supervisory experience must be no less than 3 years.</i></li> </ul>	<ul style="list-style-type: none"> <li>Matric Certificate or equivalent.</li> <li>Minimum 1-year proven experience in telecoms or electronics or mechanical field (CV).</li> <li>Evidence of supervisory experience (CV).</li> <li>Communication skills (Must be fluent in Afrikaans).</li> <li>Basic computer literacy including Microsoft packages.</li> </ul>	
1.3	<ul style="list-style-type: none"> <li>Service provider must employ full-time data capturers to be involved in this project from beginning to end. <i>Minimum educational qualification Matric certificate or equivalent.</i> <i>Data Capturers must be from the local community.</i></li> </ul>	<ul style="list-style-type: none"> <li>Matric certificate or equivalent</li> <li>Evidence of data capturers ability to use basic Microsoft packages (CV).</li> <li>Communication skills (Must be able to read and write English &amp; Afrikaans).</li> </ul>	

1.4	<ul style="list-style-type: none"> <li>Service provider will comply with the Access Protocol as agreed with local farmer unions</li> </ul>	<ul style="list-style-type: none"> <li>Read and Signed Farm Engagements (Annexure1).</li> </ul>	

No.	Selection Criteria-Part 2	Service provider to tick the appropriate box		GO /NO GO
		Yes	No	
	<b>Job Requirements</b>			
2.1	<ul style="list-style-type: none"> <li>Service provider will provide transportation to travel to each farm portion to collect the data required for the application in terms of FORM 2 and FORM 5.</li> </ul>			
2.2	<ul style="list-style-type: none"> <li>Service provider will provide electronic equipment to determine the Geographic location (longitude and latitude in WGS84 decimal degrees).</li> </ul>			
2.3	<ul style="list-style-type: none"> <li>Service provider will provide a camera to take a picture that must be attached each application.</li> </ul>			
2.4	<ul style="list-style-type: none"> <li>Service provider will provide a portable device suitable for capturing application records while travelling.</li> </ul>			
2.5	<ul style="list-style-type: none"> <li>Service provider will provide electronic device(s) for registering permit applications.</li> </ul>			

No.	Selection criteria- Part 3	How will this be evaluated	GO / NO GO
	<b>Technical Criteria</b>		
<b>3.1</b>	ANNEXURE 2: <a href="#">FORM 1 Application</a> for competent person to conduct household visual audit	<b>The bidder to return a signed copy of form 1</b>	
<b>3.2</b>	ANNEXURE 3: <a href="#">FORM 2 Questionnaire</a> of Permit application with management authority assessment	<b>The bidder to declare in the space provided: equipment known / equipment unknown</b>	
<b>3.3</b>	ANNEXURE 4: <a href="#">FORM 5 Questionnaire</a> of Permit application in connection with electrical activities	<b>The bidder to declare in the space provided: equipment known / equipment unknown</b>	

### 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.

The duration of the project is expected to take four (4) months to complete.

**Claimable amount will be processed according to work done.**

The estimated distance to be travelled for this project is 3000KM. The successful bidder will be required to invoice separately for travel and rates charged must be in accordance with the SARAO travel policy.

Accommodation costs must be invoiced separately to SARAO. Rates charged must be in accordance with the SARAO travel policy.

<b>Deliverables</b>	<b>Quantity</b>	<b>Unit cost (ZAR)</b>	<b>Total cost (ZAR)</b>
Successfully submitted Form 2 and Form 5 that identify electrical equipment and radio frequency transmitters on AMA website: <a href="https://ama.dst.gov.za/">https://ama.dst.gov.za/</a> .	300 farms portions		
<b>+Sub-total</b>			
<b>Disbursements (10%)</b> <i>i.e. Data, photocopying, phone calls while making appointments with the farmers.</i>			
<b>VAT (15%)</b>			
<b>GRAND TOTAL</b>			

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

The total estimated cost of the contract will not exceed R 500 000.00 (Five Hundred Thousand Rand) including VAT and all disbursement.

## 4. PERFORMANCE MONITORING

- 4.1 The contracted bidder recognises that failure to meet the performance levels of this contract will have a material and adverse impact on the operations of SARAO and that the damage resulting from the contracted bidder's failure to meet any performance level may not be subject to precise determination.
- 4.2 The contracted bidder will not be held liable for failure 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 the General Conditions of Contract.
- 4.3 If the contracted bidder fails to meet any performance level:
- (i) The contracted bidder shall investigate and report on the root cause 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, of the status of remedial efforts being undertaken with respect to such performance failure; and
  - (iv) Take appropriate preventative measures to prevent the recurrence of the performance level failure.
- 4.4 The contacted bidder and SARAO are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels agreed upon by both parties. SARAO deems failure by the bidder to measure performance with respect to the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

## 5. 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 BBEEE 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?	<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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 :	$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	O R	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:
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	<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)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 certificates, 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:

- Has been requested to submit a Bid in response to this Bid invitation;
- 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

\*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



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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:



**ANNEXURE 2: [FORM 1 Application](#) for competent person to conduct household visual audit**



## **ANNEXURE 3: FORM 2 Questionnaire of Permit application with management authority assessment**





## **ANNEXURE 4: FORM 5 Questionnaire of Permit application in connection with electrical activities**



## **ANNEXURE 5: CISPR Guide 2018**



## **ANNEXURE 6: [SABS EMC CoC Product Guidelines](#)**



## ANNEXURE 7: [RF Type Approved Equipment](#)



## **ANNEXURE 8: Annexure B – Apparatus exempt from Radio Frequency Spectrum Licenses**