

REQUEST FOR QUOTATIONS

| DESCRIPTION: | | | |
|---|--|---|--|
| SUPPLY AND DELIVERY OF WET WIPES AND SURFACE DISINFECTANTS | | | |
| RFQ NUMBER | | NRF SARAO SEVE8975 | |
| CLOSING DATE AND TIME | | 26 MARCH 2020 @11:00AM | |
| BIDS SUBMITTED VIA EMAIL TO: | | abowers@ska.ac.za | |
| DELIVERY INFORMATION | | | |
| LOCATION: | | SARAO office, 2 Fir Street, Black River Park, North Gate Entrance, Observatory, Cape Town | |
| Bidding procedures enquiries are directed to: | | Technical information enquiries are directed to : | |
| Section | SUPPLY CHAIN OFFICE | Section | FACILITIES MANAGER |
| Contact person | Mrs. Amy Bowers | Contact person | Mr. Miles van Ster |
| E- Mail address | abowers@ska.a.za | E- Mail address | mvanster@ska.ac.za |
| Telephone | 021 506 7454 | Telephone | 021 506 7300 |

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, KAT7, and Hartebeesthoek 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. 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 following pricing schedule 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 under item 7 below

| No. | Description | Unit | Sub-Total Amount (R) |
|-----|--|--------------------------|----------------------|
| 1 | Wet Wipes Bucket 500 sheets | 40 tubs/buckets | |
| 2 | Surface Disinfectant 500ml Trigger –Rinse free | 400 bottles | |
| 3 | Delivery to SARAO Office Cape Town | 1 | |
| | | Total (Excl. VAT) | |
| | | VAT (15%) | |
| | | Total (Incl. VAT) | |

With the Global COVID-19 pandemic, we understand the heavy demands being placed on all service providers in the cleaning supply industry,

That said, please review the RFQ document and supply a quote for the goods you are able to supply. If you are able to supply a portion of the RFQ kindly supply a quote.

IMPORTANT:

Note that because of the urgency of the RFQ, the first three (3) quotes received before closing date will be evaluated on the availability as well as ETA's.

However, this WILL NOT exclude suppliers who only submit on the 26th March or prior.

ALL quotes will be considered

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 BBEEE claimed will be forfeited or zero points will be allocated.
- Provide an updated CSD summary report. To register <https://secure.csd.gov.za/>
- Payment terms will be within 30 days after goods has been delivered

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 2011 (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 | <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? | <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 : | $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ | OR | 90/10 : | $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ |
|---------|---|----|---------|---|

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 | <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 least 51% owned by: | EME [√] | QSE [√] |
|---|------------------|------------------|
| 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

| | |
|--|---|
| <p>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:</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>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:</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>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:</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>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:</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>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.</p> | |

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 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: