

Didacta Building  
211 Nana Sita Street  
Pretoria

Private Bag 1758  
Pretoria  
0001

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ-149-2022-2023 - (Please use this number as reference when sending quotations and supporting documentation)</b>
<b>DESCRIPTION</b>	The National Research Foundation-SAASTA (NRF-SAASTA) wishes to appoint a suitable service provider supply, deliver and install Joinery in the digital media studio
<b>RFQ ISSUE DATE</b>	22 September 2022
<b>RFQ VALIDITY PERIOD</b>	30 days from the closing date.
<b>CLOSING DATE</b>	14 October 2022
<b>TIME</b>	11:00am
<b>EXPECTED DATE SERVICES IS REQUIRED</b>	To be confirmed after appointment
<b>COMPULSORY SITE VISIT/BRIEFING</b>	YES
<b>COMPULSORY SITE VISIT/BRIEFING VENUE, DATE AND TIME OF</b>	<b>211 Nana Sita street, Didacta building</b> <b>27 September 2022 at 11:00am</b>
<b>DELIVERY ADDRESS OF GOODS/SERVICES</b>	211 Nana Sita street, Didacta building
<b>RFQ RESPONSES MUST BE EMAILED TO:</b>	All quotations should be emailed to <a href="mailto:quotes3@saasta.ac.za">quotes3@saasta.ac.za</a> . Failure to follow these instructions will result in your quote not being considered.
<b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>	Enquires can be directed at this e-mail address <a href="mailto:S.Ntuli@saasta.nrf.ac.za">S.Ntuli@saasta.nrf.ac.za</a>

**Important Notes to this RFQ:**

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, ([quotes3@saasta.ac.za](mailto:quotes3@saasta.ac.za))
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (08h00 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatary Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide a certified SANAS accredited BBEE Certificate or Sworn Affidavit;

**Prohibition of Gifts & Hospitality:**

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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**1. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

- SERVICE PROVIDER/SUPPLIER:** .....
- REGISTRATION NUMBER:** .....
- CSD REGISTRATION NUMBER:** .....
- ADDRESS:** .....
- CONTACT PERSON:** .....
- TEL:** .....

1. NRF-SAASTA’s standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, and 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF-SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA’s Delegations of Authority and Approval Framework),Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids1 with a Rand value equal to, or above R 2 000 and up to a rand value of R1 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request for Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation, CSD and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD

14. By responding to this RFQ you agree to all terms and conditions of the **Government Procurement: General Conditions of contract, July 2010**. You can log on [www.saasta.ac.za/procurement/openbids](http://www.saasta.ac.za/procurement/openbids) to access this document.

\*2 It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

## 2. GENERAL CONDITIONS OF CONTRACT

[www.saasta.ac.za/procurement/openbids](http://www.saasta.ac.za/procurement/openbids)

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

### **3. RFQ SPECIFICATION**

#### **3.1 BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION - SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT**

South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF and its primary function is to advance public awareness, appreciation, and engagement of science, engineering, and technology (SET) in southern Africa.

#### **3.2 SCOPE OF WORK**

The National Research Foundation; South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a service provider supply, install and install Joinery in the digital media facility

#### **3.3 DETAILED SPECIFICATION AND BILL OF QUANTITIES**

**As per the attached detailed Specifications and Bill of Quantities (BOQ)**

### **4. EVALUATION CRITERIA**

The evaluation criteria will be based on the following requirements:

1. Three written reference letters of clients whom the Joinery was supplied to
2. Evaluation for Price and BEE based on the 80/20 principle.

#### **Evaluation: Price and BEE:**

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value equal to, or above R30 000 and up to a rand value of R1 000 000. 00. (All applicable taxes included).

The NRF-SAASTA may elect to apply the 80/20 preference point system to price quotation with a rand value less than R30 000. 00.

### **5. COST BREAK DOWN**

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

**NB : Price calculation Guide to be aligned to the quotation. This is a guideline on how to compile the formal quotation. This should not be considered to be the formal quote**


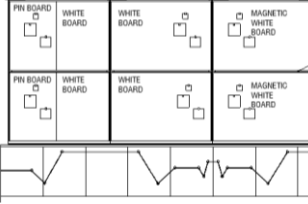

<b>No</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Total incl VAT</b>
1.	<b>JOINERY AS PER SUMMARY ON THE BOQ</b>	AS PER BOQ	AS PER BOQ	AS PER BOQ
TOTAL EXCL				
ADD VAT 15% AMOUNT (if applicable)				
Grand Total (incl VAT if applicable)				

## **6. STANDARD BIDDING DOCUMENTS**

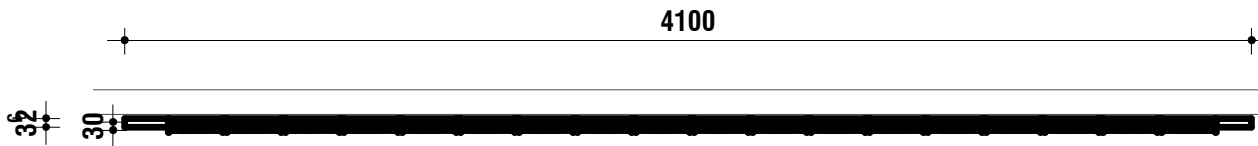
[SCM-Bid documents SBD 1](#)

SCM-Bid documents SBD 4 and 6.1

# ACPL01 - JOINERY

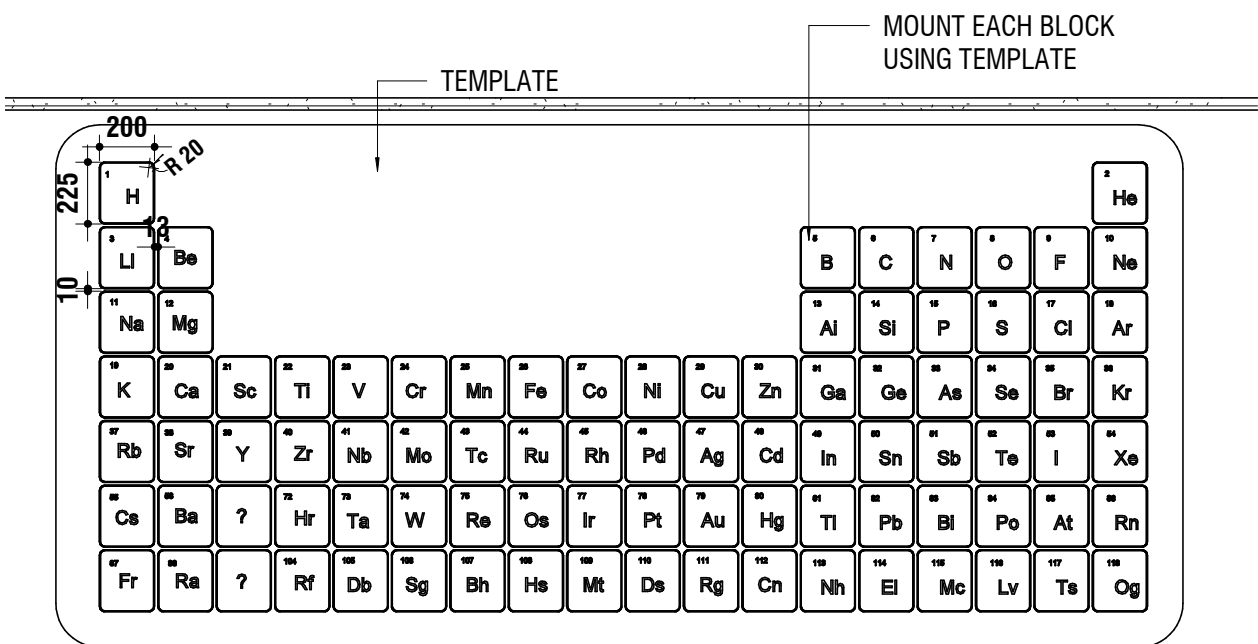
ITEM	QT	ORIGINAL SPECIFICATION	DESCRIPTION	Unit price exl VAT	Total amount incl VAT
<b>FEATURE BOARD SF 01</b>	1		SEE DETAIL 5001 - SF01		
<b>DRY KITCHEN SF 02</b>	1		SEE DETAIL 5002 - SF02		
<b>FACILITY UNIT SF 03</b>	1		SEE DETAIL 5003 - SF03		
<b>PLANNING BOARD SF 04</b>	1		SEE DETAIL 5004 - SF 04		
<b>OVERHEAD FEATURE SF 05</b>	1		SEE DETAIL 5005 - SF05		
<b>ACCOUSTIC PANEL SF 06</b>	1		SEE DETAIL 5006 - SF06 SEE FABRIC OPTIONS REFER TO 3D RENDERS FOR REFERENCE		
				<b>Sub Total</b>	
				<b>Add vat 15%</b>	
				<b>Total Amount including Vat</b>	





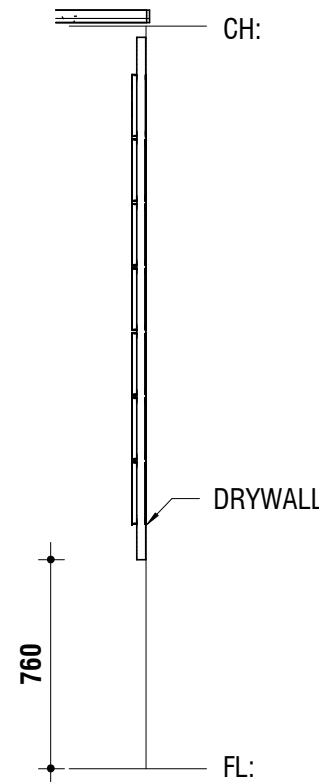
# SF01 FEATURE BOARD

SCALE: 1 : 25



# SF02 FRONT VIEW

SCALE: 1 : 25



# SF01 SIDE VIEW

SCALE: 1 : 25



EACH BLOCK TO BE MADE UP PLYWOOD CUT TO SIZE WITH ROUNDED EDGES, MOUNT SEPARATELY TO DRYWALL USING THE TEMPLATE AND GOOD QUALITY ADHESIVE

LETTERING TO BE PLASTERED IN BY 2mm PAINT RECESSES LETTERING DARK CHARCOAL

**GENERAL**

- All work is to be done in accordance with the National building Regulations.
- All materials and workmanship are to comply with the relevant S.A.B.S. codes and or the specified international codes where applicable in the - Architectural specifications. Where relevant South African National Standards, British Standards, BS codes of practice, or Agrément Certificates applicable to the design exists, the recommendations and requirements of such documents to be considered a minimum standard for the works.
- The contractor shall in all aspects of the works comply with the provisions of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and any regulations promulgated in terms of that Act or the Factories Machinery and Building Works Act of 1941.
- The contractor shall set up, document and maintain a quality assurance and quality control system, in accordance with SANS 9001/ISO 9001, able to be checked to the satisfaction of the Architect, that all materials and workmanship, whatever their sources, meet the requirements of the Specification. Should the Contractor or any of his sub-contractors be certified to the SANS 9000 family of standards then monitor these works accordingly.
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- All work to be executed by competent persons qualified for the specific trade.
- This drawings is copyright reserved and remains the property of Boogertman + Partners Architects
- NOTE THIS DRAWING MUST BE READ IN CONJUNCTION WITH THE BOOGERTMAN + PARTNERS ARCHITECTURAL SPECIFICATION (DOCUMENT SERIES 5600) ALL SECTIONS.

REV	DATE	DRAWN	DESCRIPTION
A	23/08/2021	CS	WORKING DRAWINGS

**PRETORIA**  
The Point, 1133 Jan Shaba Street,  
Brooklyn Pretoria 0181  
Tel: (012) 429 7300  
PO Box 12516, Hatfield, 0028  
mail@boogertmapta.co.za

**JOHANNESBURG**  
Tel: (011) 795 1500  
CAPE TOWN  
Tel: (021) 950 9210  
DURBAN  
Tel: (031) 265 1805  
KENYA  
Tel: +254 705 960 687



**PROJECT**

STUDIO FOR SAASTA  
ERF XXX  
211 NAMA SITA ST PTA CBD, 0001  
**PRETORIA**

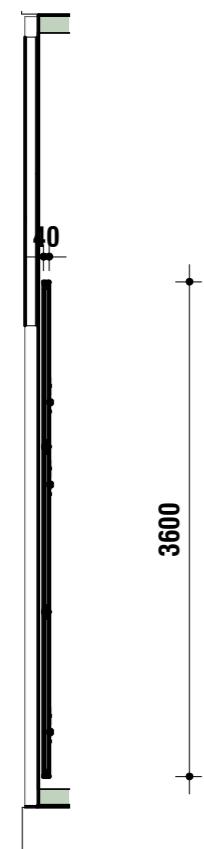
**TITLE**

SF01 FEATURE BOARD

SCALE: 1 : 25 @ A3

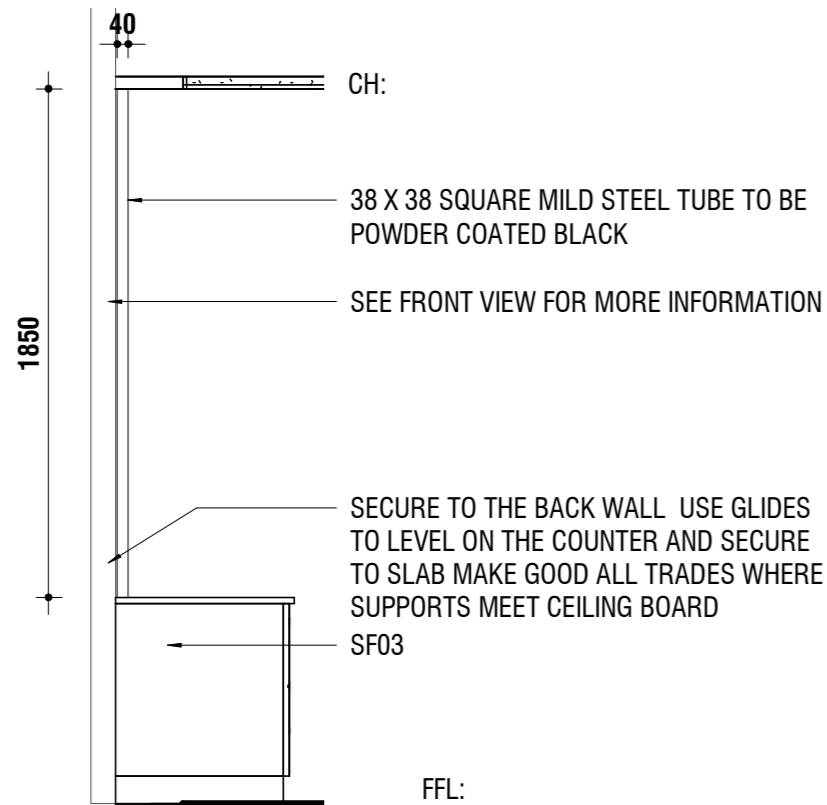
PROJECT	PHASE	DISCIPLINE	SERIES/SKETCH	REV
ACPL01	01	ID	5001	A

DRAWN BY: C. SWART  
CHECKED BY: E. OLWAGEN



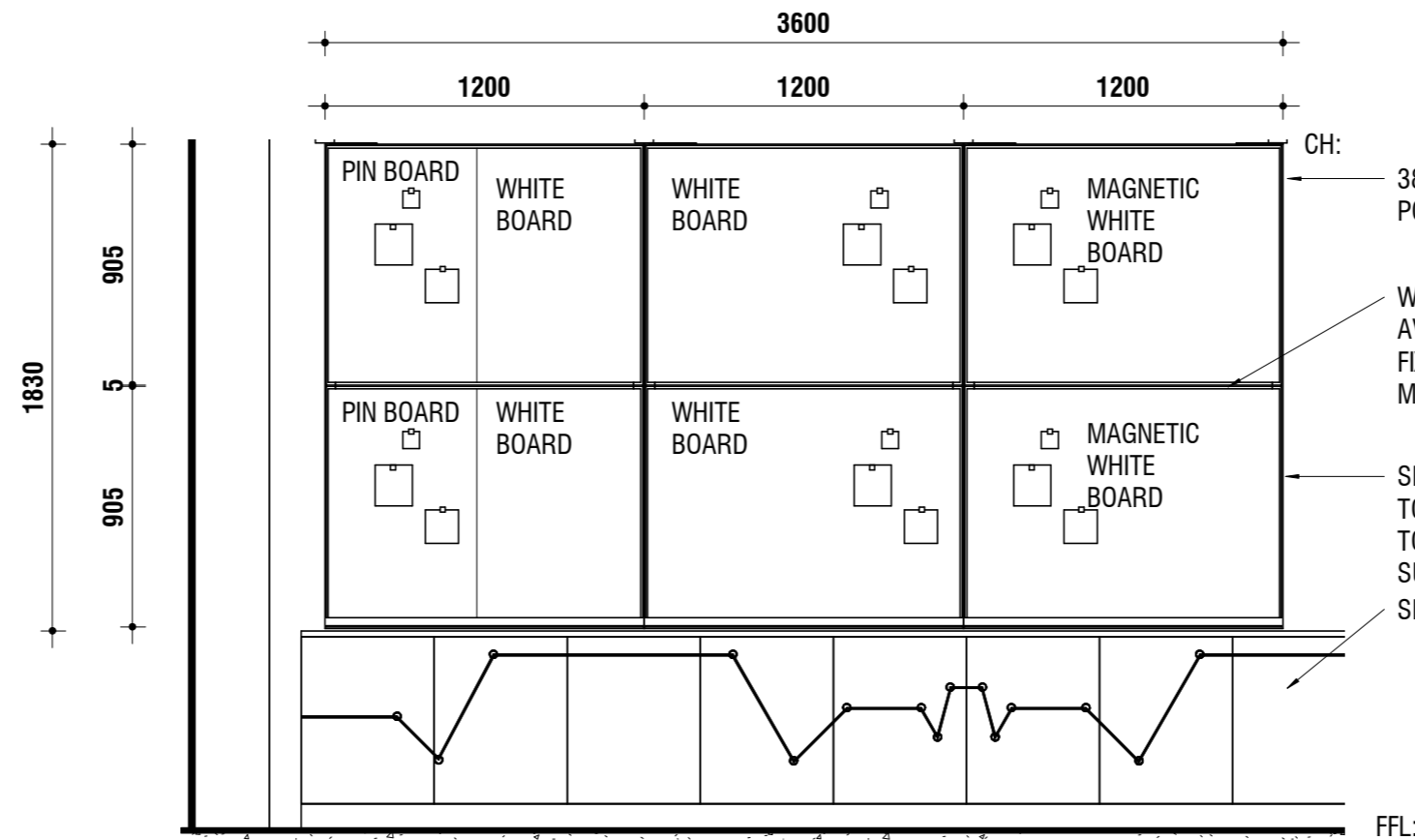
**SF04 - PLANNING BOARD**

SCALE: 1 : 50



**OF04 SIDE VIEW**

SCALE: 1 : 25



**OF04 FRONT VIEW**

SCALE: 1 : 25

FINISHES:

- PINBOARD FINISH TO BE LIGHT GREY FELT
- WHITE BOARD TO BE STANDARD WHITE BOARD
- MAGNETIC WHITE BOARD AS PER STANDARD SPECIFICATIONS AVAILABLE TO THE MARKET

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**REVISION**

REV	DATE	DRAW N	DESCRIPTION
A	23/08/2021	CS	WORKING DRAWINGS



PRETORIA  
The Point, 1133 Jan Shaba Street, Brooklyn Pretoria 0181  
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PO Box 12516, Hatfield, 0028  
mail@boogertmanpta.co.za

JOHANNESBURG  
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KENYA  
Tel: +254 705 960 687

**STUDIO**  
FOR  
**SAASTA**

ERF XXX  
211 NANA SITA ST PTA CBD, 0001

**PRETORIA**

SF04 - PLANNING BOARD

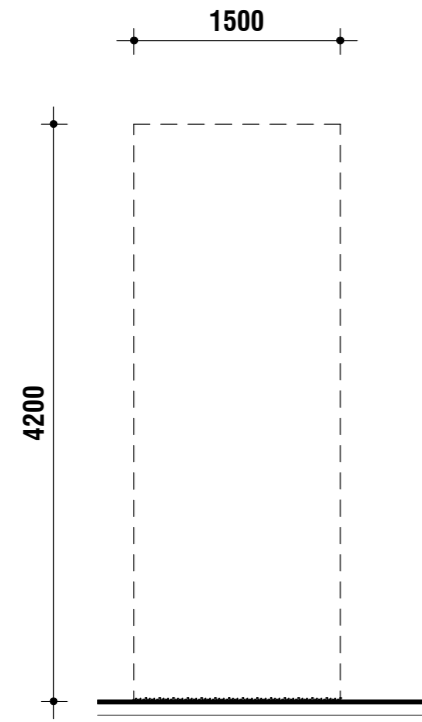
SCALE: As indicated @ A2

PROJEC T	PHASE	DISCIPLINE	BLOCK / SERIES / SUFFIX	REVISION
ACPL01	01	ID	5004	A

DRAWN BY: C. SWART  
CHECKED BY: E. OLWAGEN

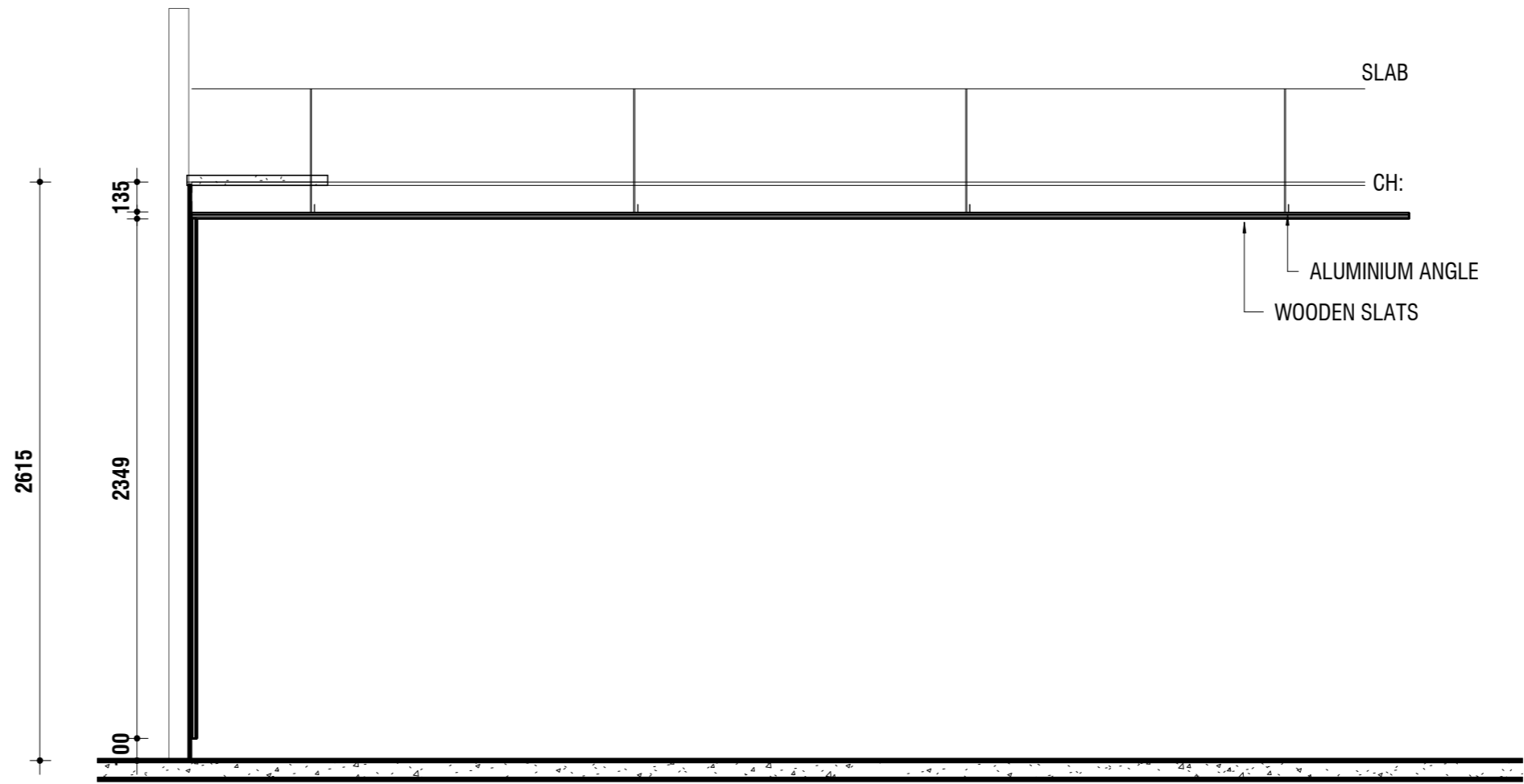
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**TITLE PROJECT**



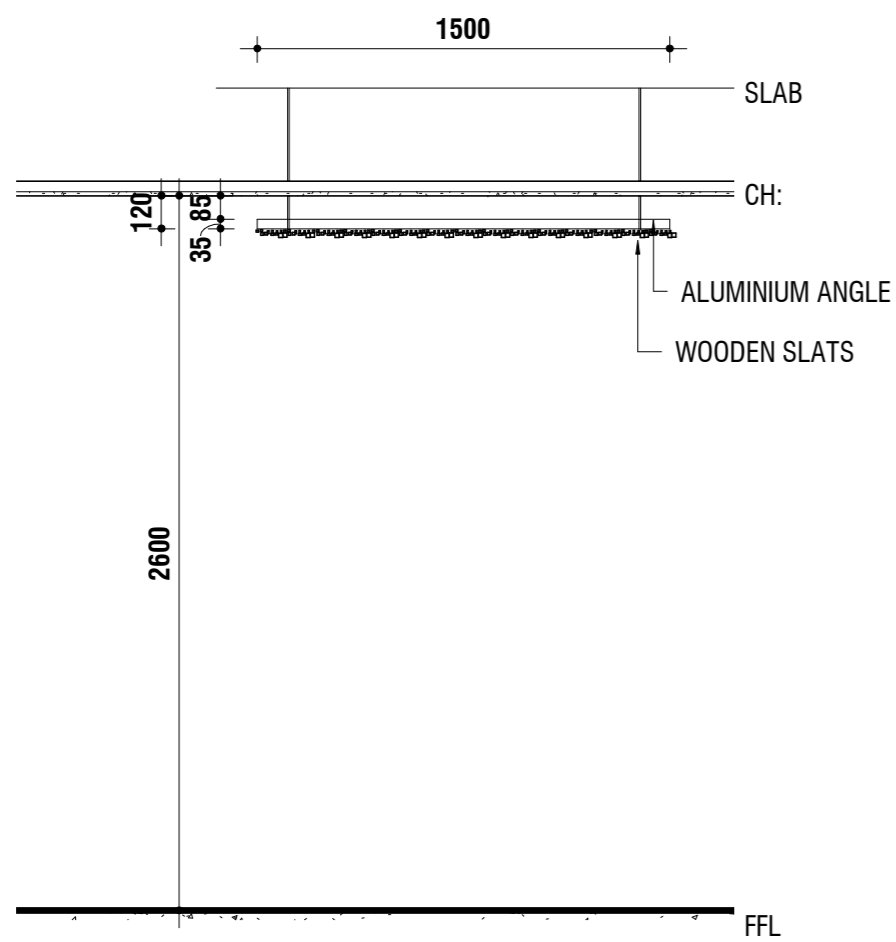
**SF05 - CEILING FEATURE**

SCALE: 1 : 50



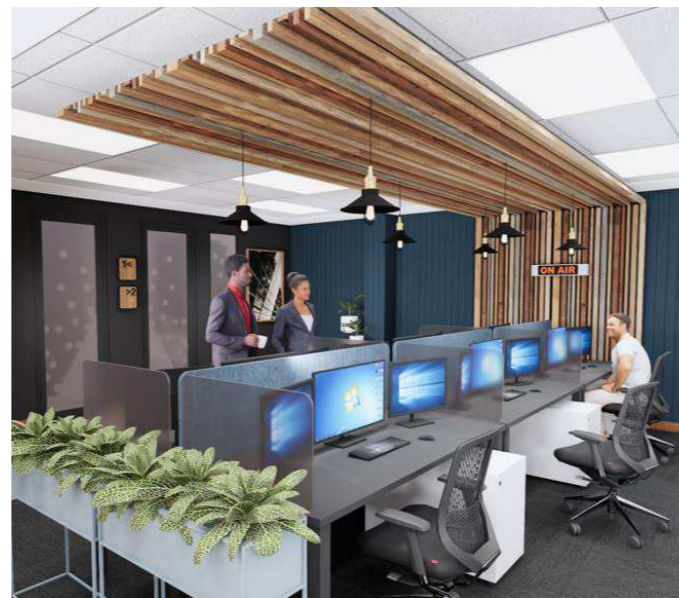
**OF05 FRONT VIEW**

SCALE: 1 : 25



**OF05 SIDE VIEW**

SCALE: 1 : 25



MANUFACTURE FLOATING CEILING USING:  
 50 X 50mm (30) - 10 RAW | 10 LIGHT BROWN | 10 DARK BROWN  
 38 X 38mm (30) - 10 RAW | 10 LIGHT BROWN | 10 DARK BROWN  
 25 X 25mm (30) - 10 RAW | 10 LIGHT BROWN | 10 DARK BROWN

THIS IS THE QUANTITY TO SPREAD ACROSS THE WITH IN SETS OF TWO  
 SECURE TO L CHANEL FIXED AND SECURED IN THREADED ROD FIX AND SECURE  
 THREADED ROD TO SLAB.

WOODS TO BE PINE

- GENERAL**
- All work is to be done in accordance with the National building Regulations.
  - All materials and workmanship are to comply with the relevant S.A.B.S. codes and or the specified international codes where applicable in the - Architectural specifications. Where relevant South African National Standards, British Standards, BS codes of practice, or Agrément Certificates applicable to the design exists, the recommendations and requirements of such documents to be considered a minimum standard for the works.
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**STUDIO**  
 FOR  
**SAASTA**

ERF XXX  
 211 NANA SITA ST PTA CBD, 0001

**PRETORIA**

SF05 - OVERHEAD FEATURE

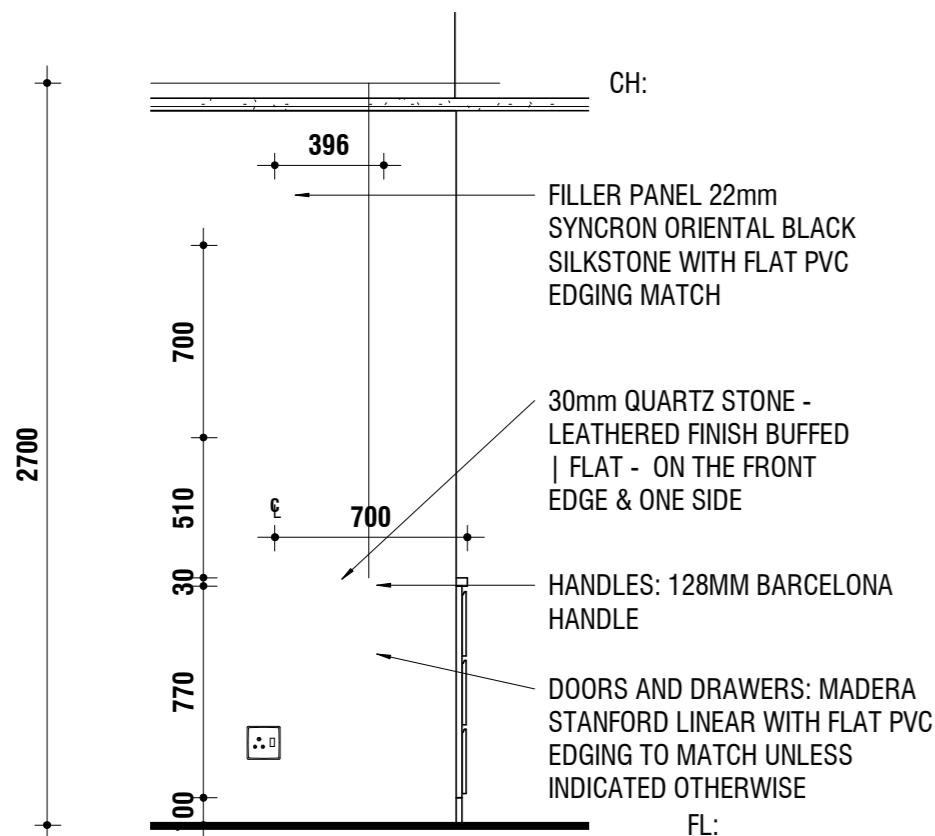
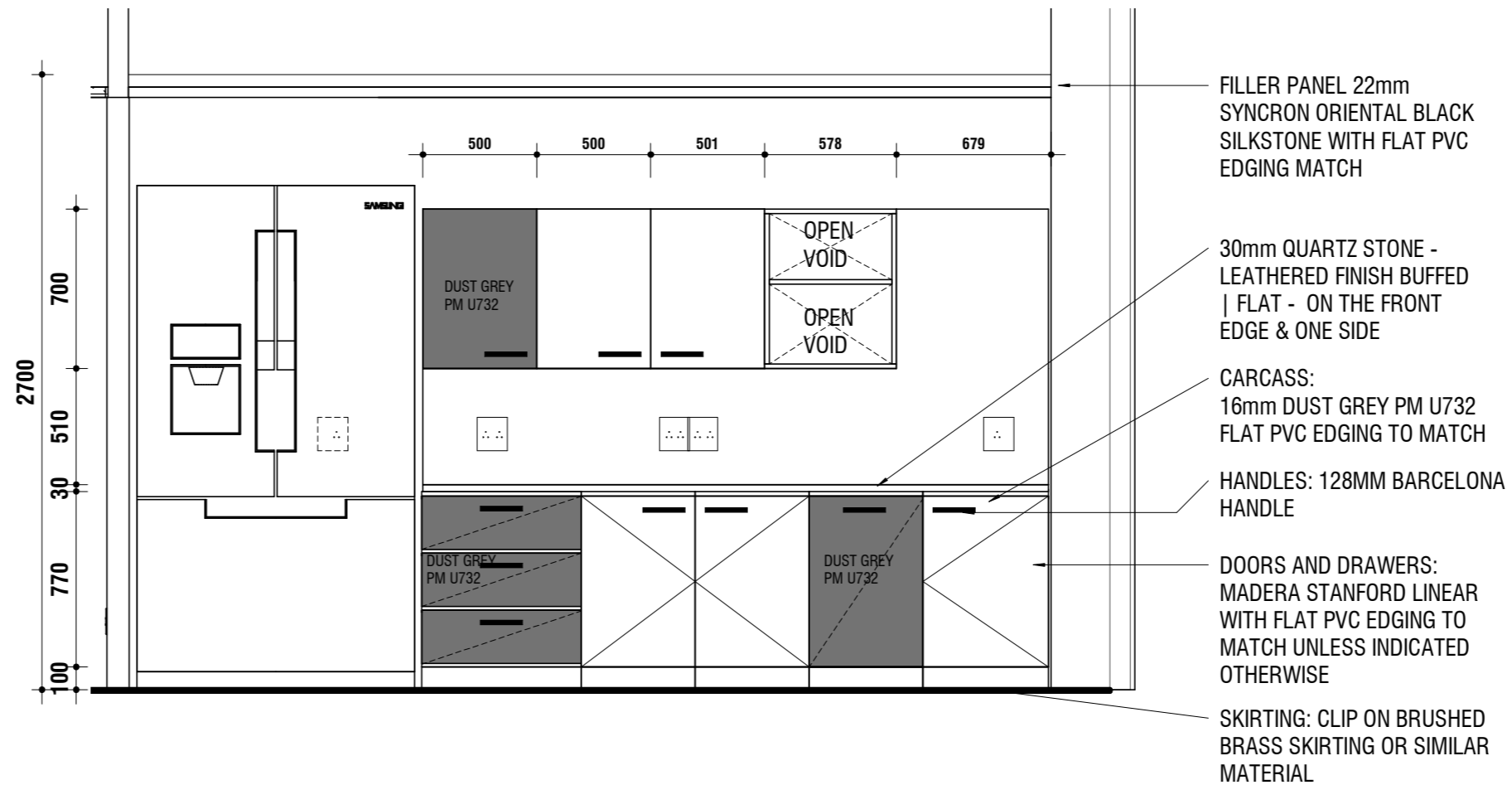
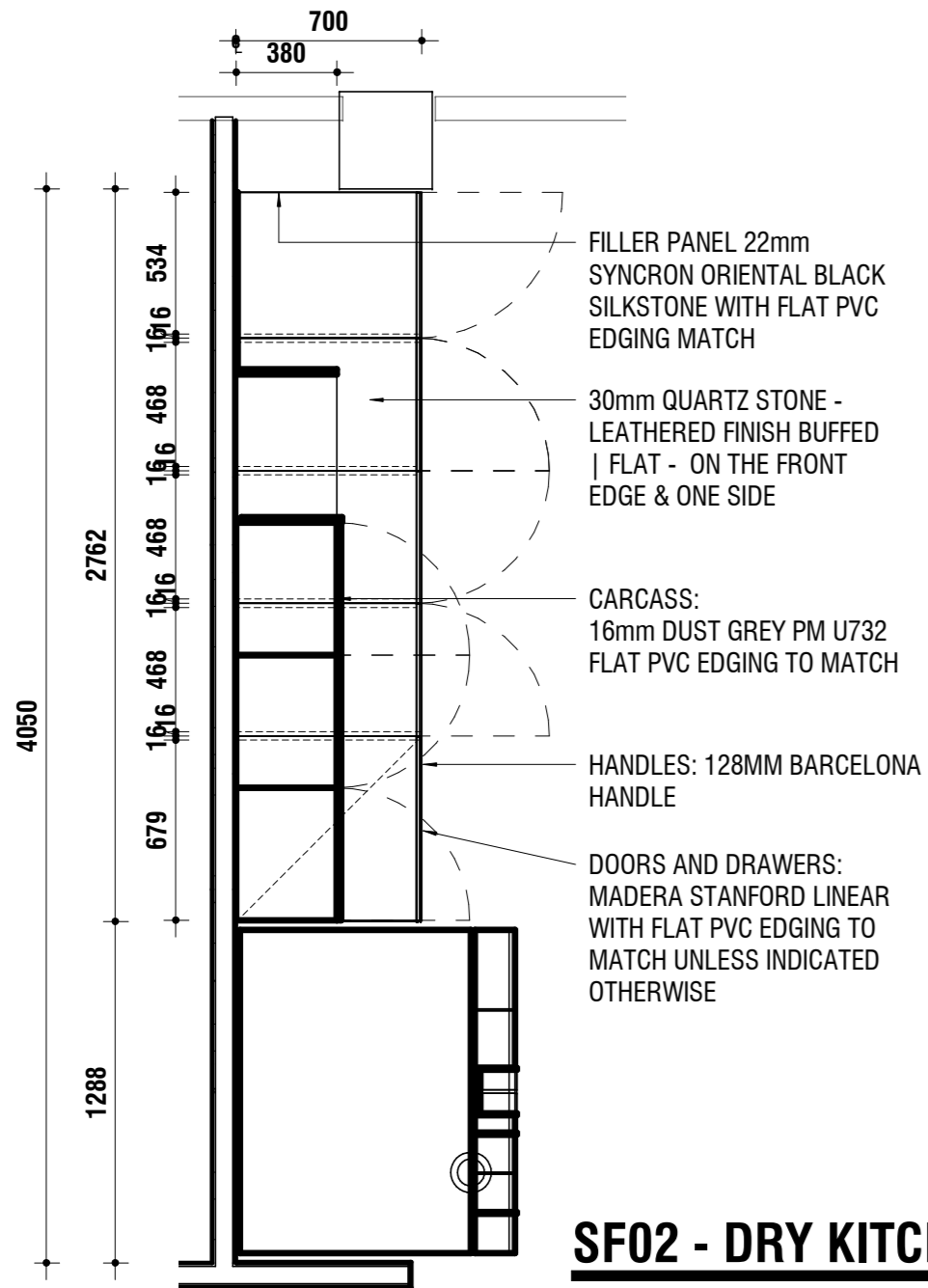
SCALE: As indicated @ A2

**TITLE**

PROJEC T	PHASE	DISCIPLINE	BLOCK / SERIES / SUFFIX	REVISION
ACPL01	01	ID	5005	A

DRAWN BY:  
**C. SWART**

CHECKED BY:  
**E.OLWAGEN**



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**REVISION**

REV	DATE	DRAW N	DESCRIPTION
A	23/08/2021	CS	WORKING DRAWINGS

**Boogertman**  
**Partners**

PRETORIA  
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**STUDIO**

FOR  
**SAASTA**

ERF XXX  
211 NANA SITA ST PTA CBD, 0001

**PRETORIA**

SF02 - DRY KITCHEN

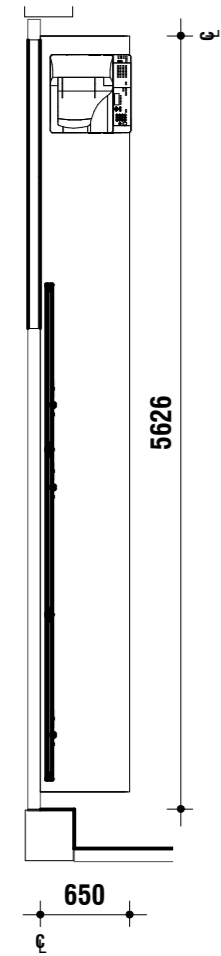
SCALE: 1 : 25 @ A2

PROJEC	PHASE	DISCIPLINE	BLOCK / SERIES / SUFFIX	REVISION
ACPL01	01	ID	5002	A

DRAWN BY:  
C. SWART

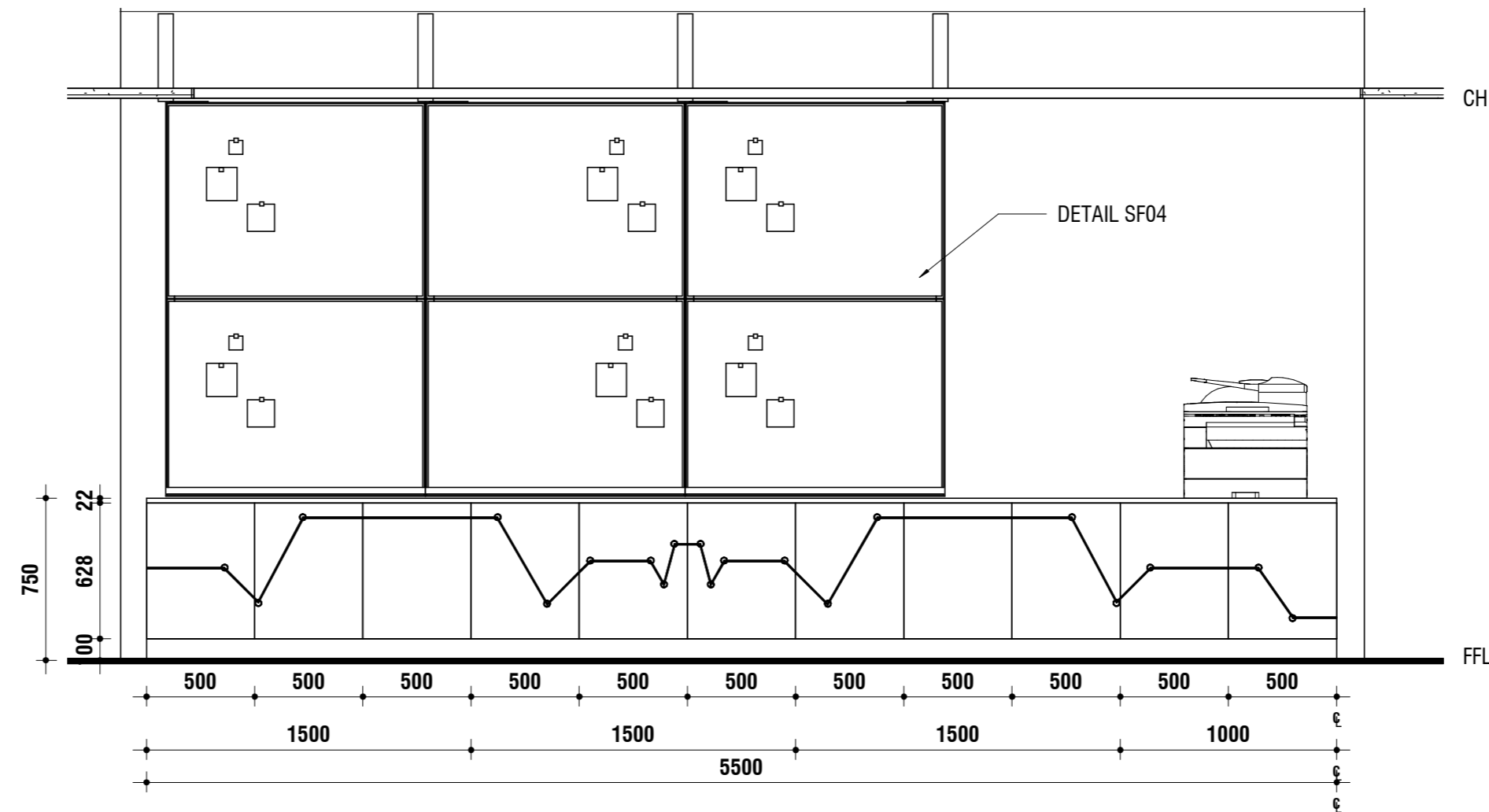
CHECKED BY:  
E. OLWAGEN

**TITLE PROJECT**



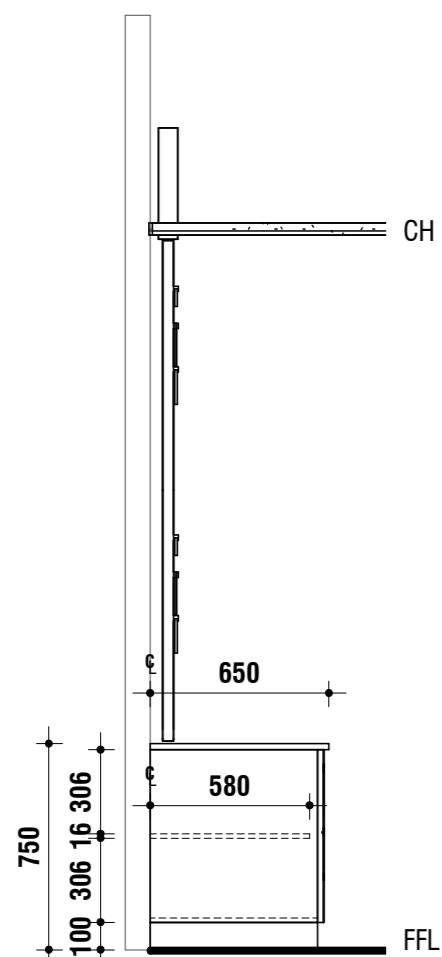
**SF03 - FACILITIES CABINET**

SCALE: 1 : 50



**SF03 - FRONT VIEW**

SCALE: 1 : 25



**SF03- SIDE VIEW**

SCALE: 1 : 25

MAKE UP IN SMALL COMPONENTS FOR EASY OF ACCESS TO SITE  
 TOP AND HEIGHT ADJUSTABLE SHELVES TO BE: 22mm DUST GREY PM U732  
 CARCASS : TO BE MANUFACTURED IN DUST GREY 16mm PM U732  
 DOORS: TO BE 16mm SUPAWOOD DUCCO SPRAYED GABELED BLUE DULUX 70BG  
 07/086 ALLOW TO CNC DETAIL TO DOORS  
 SKIRTING: CLIP ON BRUSHED BRASS SKIRTING OR SIMILAR MATERIAL  
 PUSH TO OPEN MECHANISIM

- 1. All work is to be done in accordance with the National building Regulations.
- 2. All materials and workmanship are to comply with the relevant S.A.B.S. codes and or the specified international codes where applicable in the - Architectural specifications. Where relevant South African National Standards, British Standards, BS codes of practice, or Agrément Certificates applicable to the design exists, the recommendations and requirements of such documents to be considered a minimum standard for the works.
- 3. The contractor shall in all aspects of the works comply with the provisions of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and any regulations promulgated in terms of that Act or the Factories Machinery and Building Works Act of 1941.
- 4. The contractor shall set up, document and maintain a quality assurance and quality control system, in accordance with SANS 9001/ISO 9001, able to be checked to the satisfaction of the Architect, that all materials and workmanship, whatever their sources, meet the requirements of the Specification. Should the Contractor or any of his sub-contractors be certified to the SANS 9000 family of standards then monitor these works accordingly.
- 5. This drawing must be read in conjunction with all the relevant drawings, schedules and specifications from B+P and all other consultants related to the project.
- 6. All portions of the works related to any service or consultant's information is to be done in accordance with the National Building Regulations.
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- 9. All work to be executed by competent persons qualified for the specific trade.
- 10. This drawings is copyright reserved and remains the property of Boogertman + Partners Architects
- 11. NOTE THIS DRAWING MUST BE READ IN CONJUNCTION WITH THE BOOGERTMAN + PARTNERS ARCHITECTURAL SPECIFICATION (DOCUMENT SERIES 5600) ALL SECTIONS.

GENERAL

REVISION

REV	DATE	DRAW N	DESCRIPTION
A	23/08/2021	CS	WORKING DRAWINGS

PROJECT

TITLE

**Boogertman + Partners**

PRETORIA  
 The Point, 1133 Jan Shoba Street, Brooklyn Pretoria 0181  
 Tel: (012) 429 7300  
 PO Box 12516, Hatfield, 0028  
 mail@boogertmanpta.co.za

JOHANNESBURG  
 Tel: (011) 730 1600

CAPE TOWN  
 Tel: (021) 550 9210

DURBAN  
 Tel: (031) 265 1805

KENYA  
 Tel: +254 705 960 687

**STUDIO**  
 FOR  
**SAASTA**

ERF XXX  
 211 NANA SITA ST PTA CBD, 0001

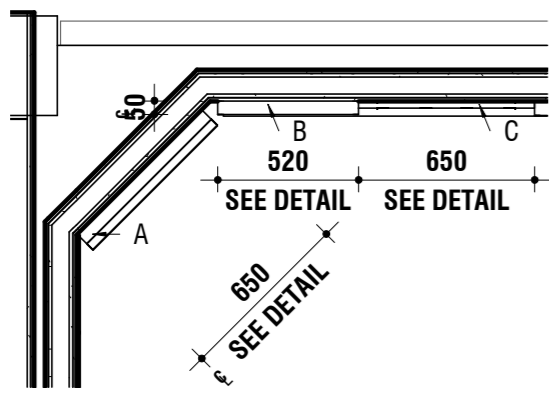
**PRETORIA**  
**SF03 FACILTIY UNIT**

SCALE: As indicated @ A2

PROJEC T	PHASE	DISCIPLINE	BLOCK / SERIES / SUFFIX	REVISION
ACPL01	01	ID	5003	A

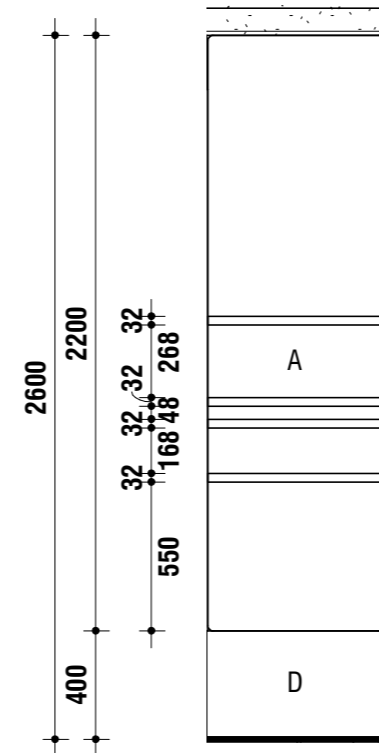
DRAWN BY:  
C. SWART

CHECKED BY:  
E. OLWAGEN



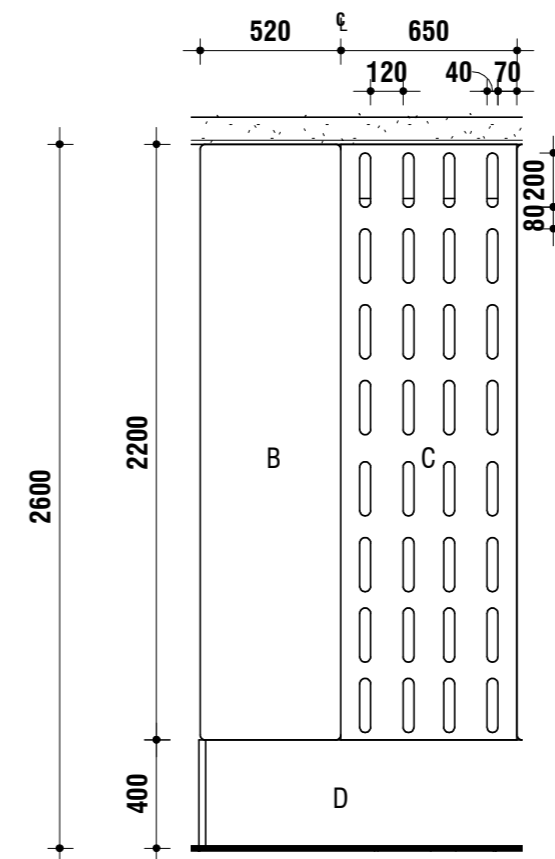
### SF06 - ACCOUSTIC PANEL

SCALE: 1 : 25



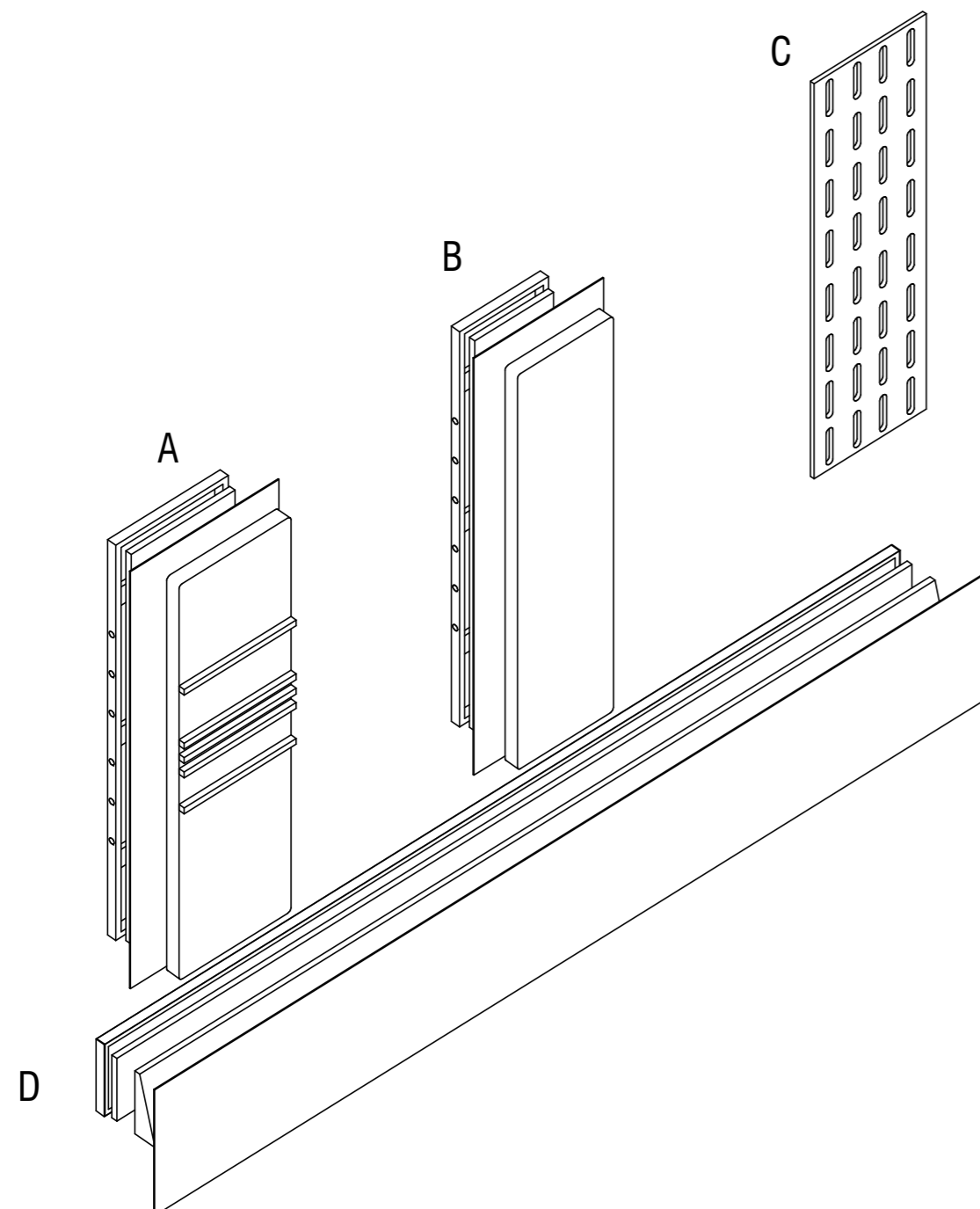
### OF06 VIEW A

SCALE: 1 : 25



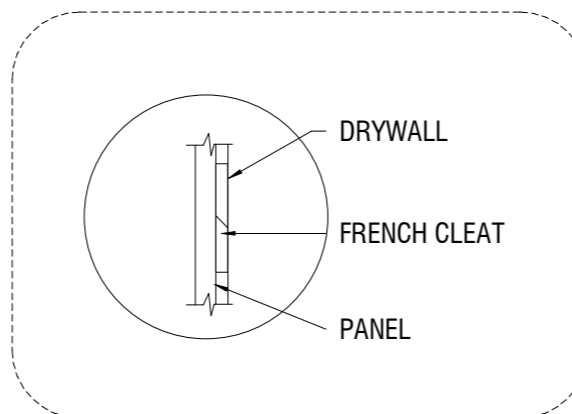
### OF06 VIEW B & C

SCALE: 1 : 25



**{3D}**

SCALE:



### PANEL A | B | D FIXING METHOD

#### PANELS -

NOTE: WHEN MOUNTING THESE USE A FRENCH CLEAT TO THE DRYWALL  
NOTE NOT TO DRILL INTO THE WALL USE GOOD QUALITY ADHESIVE OR SPECIALIST TO ADVISE ON FIXING METHOD

#### ACCOUSTIC PANEL A:

- MANUFACTURE USING LIGHTWEIGHT WOOD - PINE
- SIZE 38 X 50 - FRAME
- 25 X 102 - CLEATS AND CROSS BRASSING ALTERNATIVELY 22MM SUPAWOOD
- GROMMIT HOLES TO BE DRILLED ON THE VERTICAL UPRIGHT CENTER OF THE WITH SPACING OF 250mm APART +/-
- INSULATE THE INTERNALS OF THE FRAME WITH INSUALTION \_ SUGGESTED ROCK WOOL
- COVER WITH THIN MEMBRANE OR PERMIABLE FABRIC
- COVER WITH THIN FOAM
- FINISH OFF WITH A VULCAN FABRIC VARIOUS COLOURS
- FIX 22 X 22mm OR 32 x 32mm BATTERNS TO THE FRONT OF THE SCREENS

#### ACCOUSTIC PANEL B:

- MANUFACTURE USING LIGHTWEIGHT WOOD - PINE
- SIZE 38 X 50 - FRAME
- 25 X 102 - CLEATS AND CROSS BRASSING ALTERNATIVELY 22MM SUPAWOOD
- GROMMIT HOLES TO BE DRILLED ON THE VERTICAL UPRIGHT CENTER OF THE WITH SPACING OF 250mm APART +/-
- INSULATE THE INTERNALS OF THE FRAME WITH INSUALTION \_ SUGGESTED ROCK WOOL
- COVER WITH THIN MEMBRANE OR PERMIABLE FABRIC
- COVER WITH THIN FOAM
- FINISH OFF WITH A VULCAN FABRIC VARIOUS COLOURS

#### ABSORBER PANEL C:

- CUT PLY WOOD OR SHUTTER BOARD TO SIZE
- CNC GROOVE SPACED EQUALLY ON THE BOARD ALLOW FOR A 30mm BOARDER ALL ROUND
- CLEAT TO DRYWALL
- LEAVE RAW OR SLIGHT SEAL

#### BAFFLE PANEL D:

- MANUFACTURE USING LIGHTWEIGHT WOOD - PINE
- SIZE 38 X 50 - FRAME
- 25 X 102 - CLEATS AND CROSS BRASSING ALTERNATIVELY 22MM SUPAWOOD
- INSULATE THE INTERNALS OF THE FRAME WITH INSUALTION \_ SUGGESTED ROCK WOOL
- COVER WITH THIN MEMBRANE OR PERMIABLE FABRIC
- COVER WITH TRIANGULAR FOAM
- FINISH OFF WITH A VULCAN FABRIC VARIOUS COLOURS

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REV	DATE	DRAW N	DESCRIPTION
A	23/08/2021	CS	WORKING DRAWINGS



PRETORIA  
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Tel: +254 705 960 687

**STUDIO**

FOR

**SAASTA**

**ERF XXX**

**211 NANA SITA ST PTA CBD, 0001**

**PRETORIA**

**SF06-ACCOUSTIC PANEL**

**SCALE: 1 : 25 @ A2**

PROJEC T	PHASE	DISCIPLINE	BLOCK / SERIES / SUFFIX	REVISION
ACPL01	01	ID	5006	A

DRAWN BY: C. SWART  
CHECKED BY: E. OLWAGEN

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NRF/SAASTA)</b>					
BID NUMBER:	as per the attached RFQ	CLOSING DATE:	as per the attached RFQ	CLOSING TIME:	11:00
DESCRIPTION	Supply of goods/services as per the attached RFQ				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE Emailed to					
Quotes3@saasta.ac.za					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
	<input type="checkbox"/> No				<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
	<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
	<input type="checkbox"/> A REGISTERED AUDITOR				
NAME:					
<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]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW ]	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**SBD4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**SBD4**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD4**

- 3.5 The terms of the accompanying 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 of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Date
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE**

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.21.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20...** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 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.

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20    or    90/10**

$$P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 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	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....  
 .....  
 .....

8.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) 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.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
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