

REQUEST FOR QUOTATIONS

GOODS	X
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DESCRIPTION:	ADDENDUM: APPOINTMENT OF A SERVICE TO SUPPLY AND INSTALLATION OF BIOMETRIC ACCESS CONTROL SYSTEM AT SARAO AT HARTEBEESTHOEK RADIO ASTRONOMY OBSERVATORY GAUTENG, SOUTH AFRICA		
RFQ NUMBER:	SARAO HART 045/2023-24		
CLOSING DATE AND TIME:	20 September 2023		
BIDS TO BE SUBMITTED TO:	rrabuma@sarao.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
COMPULSORY BRIEFING SESSION	Virtually: 30 August 2023 On site: 06 September 2023 N.B. Please RSVP to lnzula@sarao.ac.za		
LOCATION:	Farm 502JQ, Hartebeesthoek, Broederstroom Road Krugersdorp District, 1739		
LEAD TIME (purchase order date)			
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Radzilani Rabuma	Contact person:	Lawrence Nzula
E-Mail address:	rrabuma@sarao.ac.za	E-Mail address:	lnzula@sarao.ac.za
Telephone No:	012 301 3213	Telephone No:	012 301 3100

SUPPLIER INFORMATION					
Name of Bidder Name:					
Street Address:					
Telephone Number					
Code		Number			
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		O R	Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]					
Are you the accredited representative in South Africa for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign-based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	
<p>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).</p>					
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	



1. INTRODUCTION TO SARAO

The South African Radio Astronomy Observatory (SARAO, formerly in part SKA SA) is the business unit of the National Research Foundation (NRF) that houses and operates South Africa's national radio telescope shared facilities, including the MeerKAT, KAT-7, and Hartbeeshoek 26-m radio telescopes.

As a member of the international effort to build the Square Kilometre Array (SKA), which will be the world's largest radio telescope, South Africa (through the NRF's business units) is responsible for the construction and operation of the MeerKAT precursor telescope, for hosting the SKA Mid Frequency telescope, and for implementation of the African VLBI Network.

The SARAO project office has offices based in Johannesburg and Cape Town, as well as the radio-quiet SKA host site in the Karoo, 90km from Carnarvon in the Northern Cape, which hosts the Square Kilometre Array mid-frequency telescopes, MeerKAT, and KAT-7 radio telescope installations, as well as a number of guest instruments, including the HERA telescope.

The access control system at SARAO has been found to not be capable of providing the information which is in line with safety regulation and security to staff and management.

It was decided that the access control system shall be common across all SARAO sites and use the existing HR and IT data and facilities Identity Management (IDM) system.

The IDM System is hosted in-house by the SARAO Infrastructure team and is driven by HR data and 3rd party onboarding processes. The IDM was specifically designed in 2019 to deliver digital identity into all SARAO systems and applications, since 2019 the IDM has been implemented and integrated into the downstream feed of the NRF HR database as well as linked to the third-party on boarding procedures for non-staff.

For this procurement, we are looking to implement the access control system at the Hartebeesthoek site - this must be expandable to eventually cover all 4+ sites of SARAO.



1. SERVICE SPECIFICATIONS

SARAO requires a competent service provider to supply, install and provide training & support of a biometric access control system. The access control system should be expandable to be common across all SARAO sites and use the existing HR and IT data and facilities Identity Management (IDM) system (which is also linked to the third-party on boarding procedures for non-staff).

For this procurement, we are looking to implement the access control system at the Hartebeesthoek site, Farm 502JQ, Hartebeesthoek, Broederstroom Road, Krugersdorp District, 1739, Gauteng - Coordinates: 25°53'25"S 27°41'08"E / 25.89037°S 27.68558°E.

At the Hartebeesthoek site this system is to use fingerprints and access cards. The initial system shall include fingerprint scanners, access card readers, access control booms, biometric-software & -database, server (customer supplied as a virtualized solution) with network connectivity.

1.1 Suggested /Required Bill Of Materials

Group	Bill Of Materials: Server + software + enrollment	Qty	Description	Suggested Make and model OR equivalent
1	Database Server - virtualized solution on-premises	1	License - 64-bit Windows 10/11 (this is to run inside a virtual machine on current servers at the premises)	Microsoft or similar as supported by the hardware
2	Main Software (on-premises)	1	Security 25 Door License (Allows for 2000 doors in Single Server and 8,000 Multi-Server). Advanced Access Control Functions. Global Anti-Passback and Linkage. Automatic Data Backup. Alarms and Events Email Notifications. System Log Monitoring System. Integratable with the SARA/NRF Identity Management System (via API / similar), expandable for multiple sites.	ZKBio CVSecurity or ZKBS-AC-P25 or Similar
3	Plug-in: Software time attendance	1	Private cloud for employee self-service, multiple administrator access, scalable for hundreds of devices and thousands of employees	Biotime 8.0 or Similar
4	Fingerprint enrolment Reader	2	Enrolment via FingerPrint, USB, FAP20 resolution PIV Certified, Liveness Detection, ISO-19794-2/4, ANSI-378 Standards, Dark Field Illumination, Skin Optical Signature recognition	ZK SLK20R or ZKBIO0024 or Similar
5	Card Reader/writer	2	Take-on Reader EM, USB, Frequency : 125 kHz, LK142 Tags & LK143 Cards Features: Audible Buzzer, LED: Green and Red	CR20E or ZKACC0020 or Similar
6	RFID Cards (100 pack)	1	Printable surface for customization (logo, text, etc.), Should work with the specified 125 kHz RFID readers, PVC, Card Dimensions: Standard credit card size (85.6 mm x 54 mm), Encoding: Basic encryption for data protection	125 Khz reader Compatible RFID cards or Similar

Group	Bill Of Materials: Access and Doors	Qty	Descripti on	Suggested Make and model OR equivalent
7	Boom gates with anti-smash sensors	2	Boom gate: Motor MCBF 3 million, brushless D. Type: Straight Telescopic, Length: 4.5m , Operation Speed : 0.5s, Ingress Protection Rating : IP54, 220VAC, 120W IR anti-smash sensor: Maximum Distance 40m, Alignment Automatic - 9m ² , IP54	ZKKITEC01 or Similar Centurion I5V3 or Similar

8	Access panel FP + RF with time management, rain shield and cable management bracket	8	Fingerprint and 125 Khz card reader, TCP/IP, RS485 (for slave reader, USB Host, Wiegand Input/Output, 12 V 0.5 A). Minimum 3,000 fingerprint, 10,000 cards. Rainshield, Surface Mount, Cable Management Bracket	ProcaptureWP & ZKACC0084 & ZKACC0044 or Similar
9	Access panel FP + RF with rain shield and cable management	19	TCP/IP and RS-485, up to 3000 fingerprint , 30000 badge users and store up to 100,000 events. Data is preserved if power is lost. 9.6V - 14.4V DC. 3 IOs (exit Device and Door Status, 1 AUX)	nBio160 & F12ID & F12RNS or Similar
			Communication, RS485, Standard Function, ID Card Module, Working, Working Temperature, 0°C ~ 45°C, Protection Grade, IP65	
			Cable Management and Rain shield	
10	Exit sensor (touchless)	17	12/24VDC, Material, PC case ABS faceplate, Colour: White, Output: N/O and N/Standby: Red, Active: Green LED, Sensitive distance: 3-15cm adjustable Ingress protection: IP68	Securi-Prod S SW165-8 or Similar
11	Door power, mechanical and emergency	18	Maglock 600lbs (272Kg) 12/24VDC & LED	LK118 or Similar
			Bracket for Maglock	LK118-1 or Similar
			PSU - Minimum 3 Amp Power Store 13.6VDC 7AH supporting Li-ion charging	PS48-1 or 14SH3.2AMP or Similar
			Battery 12V 7Ah Lithium-type	BA50-1 or Similar
			Emergency exit - A quick turn of the key and the call point is reset	76200-RG-V2 or Similar
12	Access / bypass Remote: Doors	5	Bypass remote (RF) for certain outside doors	
13	Intercom system	1	Intercom system: Multifunction Colour Video Intercom Kit	BPT - AGATA VC 3.5 Part No: IC138 or Similar
14	Intercom: additional handset	1	Additional Standard Handset for the intercom	BPT Part No: IC133 or Similar
15	Cabling, consumables and installation	1	Cabling, consumables and installation by Manufacturer recommended certified installer. SARA will provide power and network points to each door, in collaboration with the installer.	



1.2 Bidder's checklist

As a bidder, please use the checklist below to confirm the quantities you are supplying. This will help ensure accuracy and alignment between the provided model and quantity. By completing this checklist, you are confirming that the supplied model and quantities are correct.

Please ensure that the quantities you provide accurately match the required models. Your confirmation is essential for ensuring a successful procurement process.

Group	Name	Description	Yes / No
1	Database Server - virtualized solution on-premises	License - 64-bit Windows 10/11 (this is to run inside a virtual machine on current servers at the premises)	
2	Main Software (on-premises)	Security 25 Door License (Allows for 2000 doors in Single Server and 8,000 Multi-Server). Advanced Access Control Functions. Global Anti-Passback and Linkage. Automatic Data Backup. Alarms and Events Email Notifications. System Log Monitoring System. Integratable with the SARAO/NRF Identity Management System (via API / similar). Expandable for multiple sites.	
3	Plug-in: Software time attendance	Private cloud for employee self-service, multiple administrator access, scalable for hundreds of devices and thousands of employees	
4	Fingerprint enrolment Reader	Enrolment via FingerPrint, USB, FAP20 resolution PIV Certified, Liveness Detection, ISO-19794-2/4, ANSI-378 Standards, Dark Field Illumination, Skin Optical Signature recognition	
5	Card Reader/writer	Take-on Reader EM, USB, Frequency : 125 kHz, LK142 Tags & LK143 Cards Features: Audible Buzzer, LED: Green and Red	
6	RFID Cards (100 pack)	Printable surface for customization (logo, text, etc.), Should work with the specified 125 kHz RFID readers, PVC, Card Dimensions: Standard credit card size (85.6 mm x 54 mm), Encoding: Basic encryption for data protection	
7	Boom gates with anti-smash sensors	Boom gate: Motor MCBF 3 million, brushless D. Type : Straight Telescopic, Length : 4.5m , Operation Speed : 0.5s, Ingress Protection Rating : IP54, 220VAC, 120W IR anti-smash sensor: Maximum Distance 40m, Alignment Automatic - 9m ² , IP54	
8	Access panel FP + RF with time management, rain shield and cable management bracket	Fingerprint and 125 Khz card reader, TCP/IP, RS485 (for slave reader,USB Host,Wiegand Input/Output, 12 V 0.5 A). Minimum 3,000 fingerprint, 10,000 cards. Rainshield, Surface Mount, Cable Management Bracket	
9	Access panel FP + RF with rain shield and cable management	TCP/IP and RS-485, up to 3000 fingerprint , 30000 badge users and store up to 100,000 events. Data is preserved if power is lost. 9.6V - 14.4V DC. 3 IOs (exit Device and Door Status, 1 AUX) Communication, RS485, Standard Function, ID Card Module, Working, Working Temperature, 0°C ~ 45°C, Protection	

		Grade, IP65	
		Cable Management and Rain shield	
10	Exit sensor (touchless)	12/24VDC, Material, PC case ABS faceplate, Colour: White, Output: N/O and N/Standby: Red, Active: Green LED, Sensitive distance: 3-15cm adjustable Ingress protection: IP68	
11	Door power, mechanical and emergency	Maglock 600lbs (272Kg) 12/24VDC & LED	
		Bracket for Maglock	
		PSU - Minimum 3 Amp Power Store 13.6VDC 7AH supporting Li-ion charging	
		Battery 12V 7Ah Lithium-type	
	Emergency exit - A quick turn of the key and the call point is reset		
12	Access / bypass Remote: Doors	Bypass remote (RF) for certain outside doors	
13	Intercom system	Intercom system: Multifunction Colour Video Intercom Kit	
14	Intercom: additional handset	Additional Standard Handset for the intercom	
15	Cabling, consumables and installation	Cabling, consumables and installation by Manufacturer recommended certified installer	

2.1 REQUIREMENTS

- Letter of Good Standing (COIDA)
- Public Liability cover for a minimum amount of R 2 million
- Capacity to execute the task:
 - provide either a certificate of being a manufacturer approved installer, OR provide proof of being a manufacturer recommended installer.
 - A minimum experience 3 years on similar task (proof or completion certificate)

2.2 COMPULSORY BRIEFING

Two compulsory bid clarification meeting, first meeting virtually 30 August 2023 11h00am and second meeting on site 11h00am 06 September 2023.

2.3 DELIVERABLES

- **Certificate of Compliance (COC):**

A formal document certifying that the biometric system complies with the specified standards, regulations, and requirements. It should be issued by a recognized certification authority or the contractor or Electrician/Technician/Engineer.

- **Component Part Numbers and Warranties:**

Provide a comprehensive list of all components to be used in the biometric system, including part numbers, manufacturers, and specifications. Additionally, specify the warranties for each component, including the duration and terms.

- **User Guide/Manual for Project Handover:**

Provide a comprehensive user guide or manual that explains how to operate,



configure, and troubleshoot the biometric system. This manual should be user-friendly and include clear instructions, diagrams, and relevant contact information for support.

- **Training for Selected Employees:**
Conduct training sessions for the selected employees who will be responsible for operating, maintaining, and administering the biometric system. Ensure that the training covers all aspects of system usage, troubleshooting, and security protocols.
- **Test Reports and Quality Assurance Documentation:**
Reports documenting the results of system testing, including functionality tests, performance tests, and security assessments. This ensures that the system meets the required standards and specifications
- **Test Reports and Quality Assurance Documentation:**
Outline a plan for ongoing maintenance and support of the biometric system, including response times for addressing issues, scheduled updates, and a contact point for support requests.

2.4 TIMELINES

All bidders are to provide a preliminary Project plan that will accompany this RFQ, providing clear timelines of the entire Project. A winning bidder will therefore be required to provide the correct Project Plan that will clearly show all the Project stages.

2.5 Compliance with Occupational Health and Safety Act no.85 of 1993, as amended

Bidders to be registered and be a member in good standing with compensation fund, COIDA (valid registration certificate to be submitted).

Successful bidders will be expected to sign health and safety mandatory agreements including any other agreement relating to health and safety compliance.

2.6 CONTRACT TERMS

SARAO reserves the right to terminate the contract and use another service provider at any time if required services are not achieved.

Invoices are to be submitted to SARAO for payment after successful completion of all tasks/ deliverables, approval by the SARAO representative as identified in the pricing schedule. No advance payments will be accepted.

Performance levels

	How performance will be measured	Penalty
Call out respond	As part of our Service Level Agreement (SLA), it is a requirement that our service providers promptly respond within 24 hours upon receiving a call out request during the specified warranty service period. This SLA provision ensures that our HartRAO facility receives timely assistance.	If a service provider, who has been contracted by SARAO, fails to respond within the specified time frame, SARAO has implemented a policy to deduct 2% of the callout cost from the invoice for every hour that exceeds the 24-hour limit. This policy is in place to enforce the agreed-upon service standards and emphasize the importance of prompt response.
Task execution as per approval order	Site task should be executed as per order	Failure to comply, SARAO will not be liable for the cost extra duration.
Poor workmanship	In the event of poor workmanship, it may be necessary to initiate a callout or work order to address the issue and rectify the unsatisfactory work. This callout or work order serves as a formal request to have the original workmanship inspected, assessed, and improved to meet the required standards.	SARAO (South African Radio Astronomy Observatory) will not accept responsibility for costs incurred due to poor workmanship. This includes expenses related to repairs, travel expenses, materials, or technicians that are necessitated by substandard work. Consequently, SARAO will not be liable for the financial burden associated with such costs, which may include repair expenses, transportation fees, material procurement, or technician hiring.

2. EVALUATION

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2:	Compliance with functionality criteria
Phase 3:	Price and BBBEE evaluation

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Page Reference	Mandatory (M) / Optional (O)
Signed SBD 1 form	Page 2	M
Signed and completed SBD 3.1 form (pricing schedule)	Page 6	M
Signed and completed SBD 4 form	Page 8-10	M (=> R 2 000)
Signed and completed SBD 6.1 form	Page 11-13	M (=2 000)
Signed and completed SBD 7.1 Form	Page 14-15	M
Original or certified BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs		O (preference points will not be allocated if not submitted)
Declaration Certificate for local Production and Content	Choose an item.	Choose an item.

Phase 2 - FUNCTIONALITY CRITERIA

The service provider will be 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	How will this be evaluated	GO / NO GO
1.	Letter of good standing (COIDA)	Copy of Valid certificate	
2.	Safety file on appointment	Certified copies of a valid Professional Registration	
3.	Public liability covers minimum R 2M	Copy of Cover of Insurance Cover	
4.	Capacity to execute the task in house	Proof of appointed technician with min three-year experience (Provide CV)	
5.	At least minimum experience 5 years on similar task (proof of completion certificate)	Proof of completion certificates during the last 5 years with contactable References	
6.	Manufacturer certified / recommended installer	Proof of certification / Letter	
7.	Method Statement A detailed document outlining the methods and procedures to be followed during the installation, configuration, and maintenance of the biometric system. This should include safety precautions, technical procedures, and any special instructions.	Copy of Method Statement	
8.	Installation Layout Drawings These drawings should provide an overview of the installation on the facility drawing (provided) and how the access control and biometric system, including boom gates and infrared beams, etc, will be integrated. They should include: • The marked locations for access control points, biometric devices, boom gates, and infrared beams, on the floor plan of the facility (as per floor plan provided). • Indications of where wiring and cabling routes will be installed, including cable trays, conduits, or any other infrastructure, specifically for the boom gates and infrared	Copy of the Installation Layout Drawings	



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	<p>beams.</p> <ul style="list-style-type: none">• The location of power sources and electrical connections needed for the system, with a focus on those required for boom gates and infrared beams.• Placement of any additional equipment such as control panels, backup power supplies, and related infrastructure.		
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Technical evaluation:

Items No	Description	Explanation of Scoring	Score	Remarks
1	Must have expertise in the installation, configuration of biometric systems. CV and proof of Product training	Minimum 5 Years' experience in installation		
Scoring #1	<p>50- More than 5 Years' experience in installation, Configuration of biometric system & Proof of Product training</p> <p>30- 4 Years' experience in installation, Configuration of biometric system & Proof of Product training.</p> <p>20- 3 Years' experience in installation, Configuration of biometric system & Proof of Product training</p> <p>10 1-2 Years' experience in installation, Configuration of biometric system & Proof of Product training.</p> <p>0- No experience in installation, Configuration of biometric system & Proof of Product training.</p>			
2	Furthermore, the bidder provides HartRAO workmanship warranties support after installation for a period of 1 year from the date of installation. The bidder understands the importance of ensuring customer satisfaction and maintaining the quality of their work.	Provide evidence in the CV and referral letter of more than 2 year experience where warranty was provided		
Scoring #2	<p>50-Bidder provided evidence in the CV and 2 referral letters/Contactable references from customers.</p> <p>40-Bidder provided evidence in the CV and 1 reference letter/ Contactable references from customers.</p> <p>30-Bidder only provided Evidence in the CV with no referral letter.</p> <p>10-Bidder can only workmanship warranties and providing quality execution plan.</p> <p>0-Bidder provided nothing.</p>			

Note

All the points add up to 100

Bidders must score above 70 in order to be considered for further assessment

Bidders need to attach the signed reference letters.

Phase 3 - PRICE AND B-BBEE STATUS LEVEL

Submissions will be evaluated on the 80/20 price and preference system, in the event of the lowest quotation exceeding R2 000

2. PRICING SCHEDULE – SERVICES (SBD 3.1)

FIRM PRICES

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule below in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please include them in a separate pricing schedule.

<i>Item / group</i>	Description	Q U A N T I T Y	Rate per item	TOTAL
1	Database Server - virtualized solution on-premises	1	R	R
2	Main Software (on-premises)	1	R	R
3	Plug-in: Software time attendance	1	R	R
4	Fingerprint enrolment Reader	2	R	R
5	Card Reader/writer	2	R	R
6	RFID Cards (100 pack)	1	R	R
7	Boom gates with anti-smash sensors	2	R	R
8	Access panel FP + RF with time management, rain shield and cable management bracket	8	R	R



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9	Access panel FP + RF with rain shield and cable management	19	R	R
10	Exit sensor (touchless)	17	R	R
11	Door power, mechanical and emergency	18	R	R
12	Access / bypass Remote: Doors	5	R	R
13	Intercom system	1	R	R
14	Intercom: additional handset	1	R	R
15	Cabling, consumables and installation	1	R	R
	Sub-Total of (Excl. VAT)			R
	VAT (15%)			R
	Grand-Total (Incl. VAT)			R

3. BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

- 1) Price(s) quoted must be valid for at least (30) days from date of your offer.
- 2) Price(s) quoted must be inclusive of VAT, if applicable.
- 3) The bidder is required to submit:
 - a) proof of B-BBEE Status Level of contributor, to claim points as per SBD 6.1
 - b) An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as per SBD 6.1A
 - QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points. As per SBD 6.1
- 4) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- 5) Quotations equal to above R 2000 (VAT included) must be accompanied by the relevant SBD documentation as per section 3 of this document for Quotations duly completed.
- 6) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R 2000. (Vat inclusive).
- 7) For goods/ services below R 2000 the successful bidder will be one with the cheapest acceptable quotation.
- 8) 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.
- 9) This request for quotations is subject to the National Treasury general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
- 10) **Payment terms are within 30 days from the date of receipt of invoice and when goods have been delivered. (No Pre- Payment allowed).**
- 11) **Where supplier terms and conditions are different from SARAO set terms and conditions**

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 interest¹ 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

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?

¹ 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. 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 consortium² 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.
- 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

² 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. 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT

REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{t - P_{min}}{P_{min}} \right)$$

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{min}	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where			
	P _s	=	Points scored for price of tender under consideration
	P _t	=	Price of tender under consideration
	P _{max}	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

SPECIFIC GOALS (80/20)

B-BBEE Status Level of Contributor	1	2	3	4	5	6	7	8	Non-compliant contributor 0
Contributor Number of Points for Preference (80/20) between R2000 and R50m	20	18	14	12	8	6	4	2	
Points Claimed (Supplier to complete)									

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name _____ of
company/firm.....

4.3. Company _____ registration _____ number:
.....

4.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety



- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]



4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: DATE: ADDRESS:

SBD 7.1 - CONTRACT FORM – PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contra

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES	
*
*
DATE:	



SARAO
South African Radio
Astronomy Observatory

NAME OF FIRM

DATE

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SARAO and the successful bidder. The contract is not attached, however is accessible on SARAO's website -<http://www.sarao.ac.za/tenders/procurement-documents>

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SARAO in accordance with the conditions requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk.

My offer remains binding upon me and open for acceptance by SARAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder: