



REQUEST FOR QUOTATION (RFQ)

| | |
|---|---|
| RFQ NUMBER | SS/354/06/2023 |
| DATE ISSUED | 21 June 2023 |
| PROJECT NAME | CONSTRUCTION OF ROAD AND CIVIL INFRASTRUCTURE FOR SANSA IN HERMANUS |
| COMPULSORY BRIEFING SESSION | 29 June 2023 at 12:00 |
| CLOSING DATE AND TIME | 6 July 2023 at 11:00 |
| NAME OF PROPOSER/BIDDER | |
| CSD SUPPLIER NUMBER (MA NUMBER) | |
| TELEPHONE NUMBER | |
| FAX NUMBER | |
| EMAIL ADDRESS | |
| PHYSICAL ADDRESS | |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | |
| FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE | |
| IDENTITY NUMBER | |
| POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER) | |

| | |
|------------------------------------|--|
| COMPANY REGISTRATION NUMBER | |
| TAX REFERENCE NUMBER | |
| VAT REGISTRATION NUMBER | |
| QUOTE PRICE (INCL VAT) | |
| SIGNATURE | |

Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
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A. BIDDER'S DISCLOSURE (SBD 4)

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 |
|-----------|-----------------|---------------------------|
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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

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.



/ 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 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.

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.



- 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 |

2.1. Summary

SANSA is currently constructing a new Guardhouse as well as installing new security access control infrastructure at the entrance to its Hermanus Facility. SANSA has one access to the facility which is from the entrance on Hospital Street. The facility is a National Key Point under the NKP Act 102 of 1980 as well as a Magnetically Clean Environment.

All contractors working on site at the Hermanus facility are required to:

- (i) Ensure that all staff members of the contractor are easily identifiable and stay within the boundaries of the applicable building site.
- (ii) Sign a Health and Safety Agreement with SANSA at the commencement of the project.
- (iii) Obtain approval from SANSA for any materials that will be used in executing the project.
- (iv) Undertake a company vetting process with the State Security Agency after appointment.

SANSA requires the construction and laying of a new access road at the entrance to the SANSA Hermanus facility with the purpose of facilitating ease of access to the facility. It should be noted that SANSA will remain operational during this project, and employees, visitors and contractors will need to bypass the construction site in order to access the property.

It is expected that the bidder is able to execute the technical requirements, associated with the diagram above, meeting all necessary municipal, regulatory and statutory requirements necessary to ensure delivery of the road.

Attached is the standard "Bill of Quantities" Annexure A and set of Drawings Annexure B.

It is expected that the bidder will take the lead with:

- Planning,
- Execution and

"The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site."

- Commissioning of the project as well as provide the necessary guarantees and warranties on work done with maintenance plan (s) structured into the pricing.

The bidder is to ensure that all current civil, electrical, mechanical and communications infrastructure is not interrupted during this process.

Once awarded the contract all procurement is managed by the contractor in association with the Bill of Quantities (BOQ) and not by SANSA. The bidder must ensure that ALL requirements for the execution of this project are costed with the submission as no variations will be entertained after award.

NB:

Attendance of a **compulsory briefing session** is required by the bidder to be eligible for recognition and consideration for being awarded the project.

2.2. Detailed Requirements

Below the detailed non-negotiables as defined by civil engineering, regulation and best practice (SANS1200)

2.2.1 Description of the Work

2.2.1.1 SANSA Objectives

SANSA's objectives are to improve security at the entrance to the SANSA Hermanus site.

SANSA aims to appoint the successful bidder for the construction of civil works as per the provided drawings and details below only.

The work to be executed is described below.

- Bulk earthworks, including road box cut.
- Installation of all underground services, including ducting
- Installation of all kerbing along new road lane.
- Installation of road layer-works up to and including final asphalt surface finish.

2.2.1.2 Overview of the Works

"The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site."

The work to be carried out includes, but is not limited to, bulk earthworks, the construction of internal roads and data cabling, including hoarding off of the work, excavating in existing roads to make the necessary services and roads connections and also road markings and signs on Erf 9875 Hermanus.

2.2.1.3. Extent of the Works

The Works to be carried out by the Contractor under this Contract comprise mainly the following:

- (a) construction of approximately 120 m² of roadway of various widths and pavement designs as shown on the Drawings attached;
- (b) construction of appurtenant works such as service ducts (250 m), kerbing, etc.;
- (c) location and protection of existing services;
- (d) Excavation of existing roadway to accommodate the tying in of the proposed roads at various intersections,
- (e) Reinstatement of existing roadway as indicated on the relevant construction drawings,

This description of the Works is not necessarily complete and shall not limit the work to be carried out by the Contractor under this Contract.

Approximate quantities of each type of work are given in the Bill of Quantities.

2.2.1.4 Works to be carried out by Others

The following works may be required, and may be carried out on site by others, for the construction of the Works:

- The installation of security devices and implements,
- Relocation of underground cables,
- Building construction works by the appointed building contractor,
- Removal and relocation of adjacent structures.

Other construction activities may be in progress (or may be started during the civil construction period) in the immediate vicinity.

"The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site."

2.2.1.5 Location of the Works

The site is located on Erf 9875 Hospital Street, Hermanus. The site is bounded by Ravenscroft Road on the East, Church Street on the South, A commercial /industrial area in the North and houses on the West side.

2.2.1.6 Access to the Site

Refer to the drawing above for details regarding access to the site.

2.2.1.7 Services known to be crossing the Site

The site is crossed by various services at present, mainly on the northern side where existing buildings with electrical and civil infrastructure exist. The services consist mainly of water pipes (possibly with erf connections), sewer pipes (uPVC/Vitreous Clay), overhead and underground telecommunications cables and overhead and underground power cables.

Main services known to exist are shown on the drawings. The Contractor shall expose existing services at proposed crossings and provide the level of the service(s) to SANSA's Projects Representative and Civil Engineering Representative.

2.2.1.8 Character of Strata and Materials on Site

The information regarding the subsurface conditions and materials on site is provided in good faith for the Contractor's convenience as an indication of the likely conditions to be encountered. No responsibility will be accepted for, and there is no guarantee of, the information being representative of the whole site or of the various materials encountered.

The Contractor will be held to have satisfied himself as to the subsurface conditions to be encountered and to have factored accordingly in his tendered rates.

2.2.1.9 Temporary Works

The Contractor may be required to supply, place, maintain during construction, move as required, as well as final removal, any hoarding that might be required. This hoarding is required to maintain safe traffic flow along any adjacent streets when performing the tie-ins and to protect commuters/vehicles from the construction activities.

"The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site."

The Contractor will also be required to supply, place, maintain during construction, move as required, as well as final removal of temporary road signs for any traffic accommodation related to road tie-ins with existing roads. These temporary road signs are required to maintain adequate traffic flow in the existing roads.

Based on the geotechnical report, the contractor will, if he does not decide to batter the side slopes of his excavations, be required to supply, install, maintain during construction activities, move as required, as well as final removal of any shoring materials related to trench excavation.

2.2.1.10 Site Establishment

A specific area in close proximity to the Site of the Works will be made available by SANSA to the Contractor for the Contractor's site establishment. The specific area for the Contractor's site establishment will be identified to the Contractor by SANSA's Projects Representative and the Contractor shall have sole use of such area, free of charge, for the duration of the Contract. The Contractor shall use this area only for the purposes of erecting his site offices, workshops, stores and/or other facilities required for the execution of the Contract. The Contractor shall not use the area nor allow it to be used for any purposes not directly associated with the execution of the Contract.

The Contractor shall be responsible for arranging, at his own cost, for the provision of all services he may require in the area, including toilet provisions.

2.2.1.11 Health and safety

The Contractor shall be required to comply with the Occupational Health and Safety Act, 1993: Construction Regulations, 2014 (the regulations) as promulgated in Government Gazette No 37305 and Regulation Gazette No 10113 of 7 February 2014. Non-compliance with these regulations, in any way whatsoever, will be adequate reason for suspending the Works. The Contractor will be required to sign a Health and Safety Agreement with SANSA after award.

2.2.1.12 List of Applicable Specifications

The following SANS 1200 Standardized Specifications for civil engineering construction are applicable and are referenced in the BoQ:

"The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site."

| | | |
|--------------|---|-------------------------------------|
| SANS 1200 A | : | General (1986) |
| SANS 1200 C | : | Site clearance (1980) |
| SANS 1200 DB | : | Earthworks (pipe trenches) (1989) |
| SANS 1200 DM | : | Earthworks (roads, subgrade) (1981) |
| SANS 1200 LB | : | Bedding (pipes) (1983) |
| SANS 1200 LC | : | Cable ducts (1981) |
| SANS 1200 M | : | Roads (general) (1996) |
| SANS 1200 ME | : | Subbase (1981) |
| SANS 1200 MF | : | Base (1981) |
| SANS 1200 MG | : | Bituminous surface treatment (1996) |
| SANS 1200 MH | : | Asphalt base and surfacing (1996) |
| SANS 1200 MJ | : | Segmented paving (1984) |
| SANS 1200 MK | : | Kerbing and channelling (1983) |
| SANS 1200 MM | : | Ancillary roadworks (1984) |

Please find attached the Bill of Quantities (Appendix 1 – Excel Spreadsheet) that needs to be completed in support of the scope of work. The drawings and elevations are also included with the B.O.Q. to assist with completing the document.

C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

The procedure for the evaluation of responsive tenders is **Price** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below

1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

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

Table 1: Specific Goals and points

| The specific goals allocated points in terms of this RFQ | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the bidder) |
|--|---|---|
| B-BBEE Level 1 | 20 | |
| B-BBEE Level 2 | 18 | |
| B-BBEE Level 3 | 14 | |
| B-BBEE Level 4 | 12 | |
| B-BBEE Level 5 | 10 | |
| B-BBEE Level 6 | 8 | |
| B-BBEE Level 7 | 4 | |
| B-BBEE Level 8 | 2 | |

| | | |
|--------------------------------------|-----------|--|
| Non Contributor | 0 | |
| Total Points (Specific Goals) | 20 | |

2. Eligibility Criteria

To be eligible for the price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

| Criteria | Attached (Yes/No) | Comments |
|---|----------------------|----------|
| CSD Registration Summary Report with a compliant tax status | | |
| CIDB Grading (Designation) of at least CE 1 | | |
| Attendance of compulsory briefing session | | |
| | | |

D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items in **appendix 1**
2. Rates are to include **all costs with no unspecified cost** to allow for a fair evaluation.
3. Payment will be made based on payment certificates for the services

rendered/goods received.

4. Payment will only be made on the basis of invoices provided.

5. Offer to be valid for 30 days from the bid closing date.

E. SPECIAL CONDITIONS

- a) Quotations to be returned to Nicole Strauss at nstrauss@sansa.org.za
- b) The service provider shall commit to post support where and when required by SANSA.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- d) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:

SANSA Hermanus
Hospital Street
Hermanus

F. TIMELINES

Time Frames will be discussed between SANSA's Projects Representative and Civil Engineering Representative and the successful bidder. The bidder should indicate the earliest available time to commence the project and the expected duration of the project in their response.

G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, bidders should provide the following supporting documentation.

- a. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).

- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- c. All pages of quotation must be signed by the authorised person.
- d. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.
- iv) confirms that the contents of this questionnaire/forms (SBD 49) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

Signed

Date

Name

Position

Enterprise
name

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the bidder to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the bidder's details and tender price will automatically disqualify the bidder.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.
2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information



4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used; you can contact SANSA's Information Officer: Ms Andiswa Mlisa on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-05 - RFQ

Appendix 1

Bill of Quantities associated with SCOPE OF WORK

Use Excel document