



## QUOTATION STANDARD BIDDING DOCUMENT ANNEXURE

QUOTATION FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

QUOTATION NUMBER:	NRF/SAEON/ARCHITECT/2014-15	CLOSING DATE:	16 February 2015
<b>QUOTATION DESCRIPTION</b>			

**APPOINTMENT OF AN ARCHITECT TO PROPOSE AND FINALISE A DESIGN FOR OFFICES, TO ESTIMATE COSTS AND TO SUPERVISE CONSTRUCTION AND RENOVATION AT 56 FLORENCE STREET, COLBYN, PRETORIA**

### Background

The South African Environmental Observation Network (SAEON) is a business unit of the National Research Foundation (NRF), which is a legal entity established in terms of Section 2 of the National Research Foundation Act, Act 23 of 1998.

### 1. Purpose for this invitation

To appoint an architect to propose an integrated and ergonomical design that will manifest in a professional workplace emphasising SAEON's environmental research mandate, to calculate the costs, to assist with compliance and procurement processes, and to oversee the approved construction and renovation project.

### 2. Scope of work

To propose an architectural design for the proposed renovations and extensions to existing buildings within the demarcations of architectural work matrix as per the South African Council for the Architectural Profession (SACAP) Board Notice 154 of 2011. The proposed renovations and structural extension is classified as G1.3 in the demarcation of architectural work matrix i.e. office building/Park max 3 storeys.

The work must be done in accordance with the National Environmental Management Act No 107 of 1998 as amended. The all-inclusive budget is R 3.5m.

### 3. Specification of architectural work to be performed

The contracted service provider will be responsible for services required entailing the following:

- Consultation sessions with the NRF/SAEON Managing Director and procurement committees in order to establish and meet the organisation's requirements

- Develop a concept design(s)
- Preparation of revisions/changes required
- Architectural drawings for and the necessary approvals required from City of Tshwane Council
- Submission of preliminary cost estimations to SAEON for approval
- Supervision of construction and renovation project

### 3.1 Categorisation of services required

- **Inception:**
  - Advise on rights, constraints, consents and approvals in relation to the property and its development
  - Avail data, drawings and plans about existing infrastructure
  - Provide necessary information within the agreed scope of project
  
- **Concept and viability:**
  - Prepare a concept design based on the NRF/SAEON's brief in paragraph 4.3
  - Discuss design concept with local authorities
  - Clarify and confirm the project space norms to optimise functional and operational efficiency in terms of scale and relationships of area
  - Select general construction materials and intended finishes
  - Liaise, co-operate and share necessary information with SAEON
  - Provide proposed design, anticipated costs and project program to SAEON MD and the specifications committee
  
- **Design development**
  - Incorporate SAEON's detailed requirements into the design
  - Finalise design development drawings (including draft technical details) and outline specifications
  - Provide sufficient drawings and information to the quantity surveyor for the completion of detailed estimates of construction costs where applicable
  - Review the design, costing and program with SAEON
  - Identify all services required for the project
  
- **Documentation processing**
  - Obtain SAEON's authority to prepare and submit drawings to local authority for approval
  - Prepare specifications for the works and agree preambles and cost estimates with the quantity surveyor when applicable
  - Provide working drawings and information required for the information of prospective contractors
  - Complete construction documentation and assist SAEON to call for bids, to comply with supply chain management requirements
  - Provide technical reference reports, where requested, on bidders for the building contract
  - Prepare the contract documentation in conjunction with the NRF Legal Services for the signing of the building contract with the appointed contractors inclusive of penalty clauses
  
- **Construction contract administration**
  - Project administration, site meetings and progress reports
  - Hand over the site to the contractor
  - Issue construction documentation
  - Initiate and/or check sub-contract design and documentation as appropriate
  - Administer and perform the duties and obligations assigned to the principal agent
  - Witness and review all tests and mock-ups carried out both on and off site
  - Check and approve sub-contract shop drawings for design intent
  - Upgrade and issue the drawings register

- Issue contract instructions
  - Inspect the work for conformity and issue corrective instructions
  - Arrange building inspections by Tshwane
  - Inspect the works and issue practical completion and defect list
- **Close-out**
    - Inspect and verify rectification of defects
    - Receive, comment and approve relevant payment valuations and completion certificates
    - Advise SAEON on applicable penalties
    - Prepare and/or procure operations and maintenance manuals, guarantees and warranties
    - Prepare and/or procure as-built drawings and documentation
    - Issue the works completion certificate
    - Secure compliance and occupation certificates from Tshwane

### 3.2 Output specifications

- Provide an initial sketch plan to the SAEON MD for approval and to undertake changes as agreed upon
- Provide the final sketch plans for formal approval by the SAEON MD
- Submit detailed drawings to ensure final Council (Tshwane Metro) approval of the building plans
- Provide a project plan and costs
- Preparation of working drawings and specifications for contractors to work with
- Provide copies of all approved plans and layouts to SAEON
- Provide cost estimates for the total cost of ownership of the proposed building design separated between construction of the building and the operational running costs of the building to SAEON.
- Assistance with procurement processes
- Supervision of construction and renovation
- Quality control and all certificates required for occupation

### 3.3 Estimated space requirements to reside on designated site

The table below provides an indication of the estimated space available for renovations to the main building and outbuildings on the proposed site. Builders should use these indicators in formulating their concept presentations, in determining the likely load bearing capacity of the proposed site, in accordance with the geographical reports, to be made available by SAEON at the compulsory briefing session and in terms of any town planning principles applicable.

<b>Building area</b>
Entrance and reception
Ablutions
UN-SDSN coordination
Kitchen
Server Room
Store room (books, materials)
Managing Director
Operations Manager
Human Resource Office
Education Outreach
Finance and General Administration

Research Administration
Interns
Meeting Room(2)
Visiting Scientists
Open-plan office
IT support
Technology & Stationery Centre (printer, fax, binder, etc.)
Cleaning/Gardening equipment
Leisure Area
Parking

<b>Non-space requirements</b>
Reduction of street noise
Electricity, communication and IT connections
Security (24hr)
Energy and water saving (including borehole water)
Re-use of existing artefacts, equipment and other assets

### **3.4 Maintenance and support**

The architect will be required to provide interpersonal support to SAEON for the layout of the new building.

### **3.5 Local content requirements**

The NRF is obliged to adhere to the applicable threshold limits determined by the Department of Trade and Industry

### **4. Evidence of supplier capability (technical merit)**

Bidders should have been in business in the industry for a minimum of five (5) years consecutive years and provide proof of their capacity to undertake an architectural project of this nature, scope and size. Bidders must hold current membership with the South African Council of Architectural Professionals (SACAP). Documentation of proof of qualifications of the principal Professional Architect (PrArch) and other designated persons who would be working on this project, together with the Curriculum Vitae (CVs) of these key individuals must be supplied.

Three (3) written references from clients for whom projects of such nature were undertaken during the past five (5) years must be provided. Submission of a portfolio showcasing at least one (1) and at most two (2) previous similar projects in the past five (5) years is compulsory as part of the quotation. .

### **6. Project clarification meeting and site inspection**

- Compulsory attendance for architects wishing to quote
- At 11:00 on Friday, 6 February 2015

- Address: 56 Florence St, Colbyn (corner of Florence and Kilnerton Rd)
- Street parking is advised due to limited parking on site

## **7. Format of quotation**

Bidders must quote their rates as percentage of the final project cost. A single overall rate, which must not exceed published rates by the Department of Public Works, must be quoted. Only paper-based quotations will be opened. Electronic submissions will not be acceptable.

## **8. Evaluation criteria**

Quotations will be judged for meeting of requirements, rates quoted and quality of previous work. If deemed necessary, a shortlist of bidders may be determined for a final round of evaluation.

## **9. Validity**

The rate quoted must remain valid for a period of ninety (90) days from the closing date of this Request for Quotations in 10 and, if successful, for the full duration of the project.

## **10. Closing time and date**

Completed quotations must be received by 12:00 on Monday 16 February 2015

## **11. Address**

Quotations must be delivered by hand to:

SAEON National Office

The Woods, Block C

41 De Havilland Crescent

Persequor TechnoPark (off Meiring Naude Ave)

Pretoria

## **11. Disclaimer**

SAEON will neither consider late and/or incomplete submissions, nor ineligible bidders.

The quotation is provided on the attached SBD3 Quotation form as issued by the National Research Foundation.

**“BID” Definition - “bid” includes written price quotations, advertised competitive bids or proposals**

Validity period from date of closure: **90** days

Preferential Procurement System applicable (points for price : points for procurement preference):

**80:20 or 90:10.**

This quotation is subject to the Preferential Procurement Policy Framework Act and its 2011 Regulations, includes the National Treasury General Conditions of Contract available on the NRF website and on the National Treasury website.

Acceptance of this quotation is through receipt of a duly authorised and signed **written offer form (SBD7 Contract Form) from the National Research Foundation.**

**It is acknowledged that late quotations are not considered.**

Quotations are submitted on the National Treasury official forms with additional information supplied on attached supporting schedules.

NAME OF SERVICE PROVIDER			
REPRESENTED BY			
POSTAL ADDRESS			
PHYSICAL ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELL PHONE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

COMPANY REGISTRATION NUMBER	
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DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

**TYPE OF COMPANY/FIRM [Tick applicable box]**

Partnership/Joint Venture/Consortium	<input type="checkbox"/>	One person business/sole proprietor	<input type="checkbox"/>
Close Corporation	<input type="checkbox"/>	Company	<input type="checkbox"/>
(Pty) Limited	<input type="checkbox"/>	Other	<input type="checkbox"/>

**COMPANY CLASSIFICATION [Tick applicable box]**

Manufacturer	<input type="checkbox"/>	Supplier	<input type="checkbox"/>
Professional Service Provider	<input type="checkbox"/>	Other service providers e.g. transporter, etc.	<input type="checkbox"/>

**TAX COMPLIANCE STATUS [Tick applicable box]**

An original and valid tax clearance certificate has been submitted?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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**PREFERENCE POINTS CLAIMED [Tick applicable box]**

Has a Preference Claim form (SBD6.1) claiming your Preference Points been submitted (a B-BBEE status level verification certificate must support preference points claimed)

YES

NO

If Yes, who was the B-BBEE certificate issued by: [Tick Applicable Box]

An accounting officer as contemplated in the Close Corporation Act (CCA)

A verification agency accredited by the South African Accreditation System (SANAS)

A registered auditor

**ACCREDITED REPRESENTATIVE [Tick applicable box]**

Accredited representative in South Africa for the goods/services/works offered. If Yes, please enclose proof.

Yes

No

**LEGAL IDENTITY PROOF [Tick applicable box]**

Certified copies of Certificate of Incorporation (as per entity type) are enclosed

Yes

No

**1. PREFERENCE POINTS CLAIMED (SBD 6.1)**

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are claimed for attaining the B-BBEE status level of contribution in accordance with the table set out below:

B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points per system		B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points per system	
	90/10	80/20		90/10	80/20
1	10	20	6	3	6
2	9	18	7	2	4
3	8	16	8	1	2
4	5	12	0	0	0
5	4	8			

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:

Level	=	80:20	90:10
	=		

(Points claimed are substantiated by means of a B-BBEE certificate issued by a Verification Agency [accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA] which is on file with you through our supplier registration on your supplier database and is available if required for validation).

I/we, the undersigned, who is/are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution 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 the SBD6.1.

- iii. In the event of a contract being awarded as a result of points claimed as shown above, the contractor has filed the documentary proof in the NRF supplier database when registered and, upon request, furnish documentary proof to the satisfaction of the NRF that the claims are correct;
- iv. I/we acknowledge that if the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the NRF may, in addition to any other remedy it may have –
  - a) Disqualify the contractor from the bidding process;
  - b) Recover costs, losses or damages it has incurred or suffered as a result of our 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) Restrict the contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution

**2. SUB-CONTRACTING (STANDARD BIDDING DOCUMENT 6.1)**

Will any portion of the contract be sub-contracted?	Yes	No
If Yes, indicate:		
(i) What percentage of the contract will be subcontracted?	%	
(ii) The name of the sub-contractor?		
(iii) The B-BBEE status level of the sub-contractor?		
(iv) Whether the sub-contractor is an EME?	Yes	No

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the information is true and correct and I/we acknowledge that:

- i. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- ii. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



### 3. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- The Bidder is employed by the State; and/or

- The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

- Full Name of Bidder or his/her representative

- Identity Number:

- Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

- Registration number of company, enterprise, close corporation, partnership agreement or trust:

- Tax Reference Number:

- VAT Registration Number:

- The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

	Schedule attached with the above details for all directors/members/shareholders	Yes	No
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- Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule:

	Name of person/ director/ trustee/ shareholder/member:
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	Name of state institution at which you or the person connected to the Bidder is employed
--	--

	Position occupied in the state institution
--	--

	Any other particulars:
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- If you are presently employed by the State, did you obtain the appropriate

<p>authority to undertake remunerative work outside employment in the public sector?  If Yes, did you attach proof of such authority to the Bid document?  If No, furnish reasons for non-submission of such proof as an attached schedule  (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</p>		
<ul style="list-style-type: none"> <li>• Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months?  If so, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?  If so, furnish particulars as an attached schedule.</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid?  If so, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?  If so, furnish particulars as an attached schedule:</li> </ul>	Yes	No

#### 4. DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

<ul style="list-style-type: none"> <li>Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>		

#### 5. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

<p>I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NATIONAL RESEARCH FOUNDATION, do hereby make the following statements that I certify to be true and complete in every respect:</p>		
<ul style="list-style-type: none"> <li>I have read and I understand the contents of this Certificate;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;</li> </ul>	Yes	No
<p>For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:</p> <ul style="list-style-type: none"> <li>a) Has been requested to submit a Bid in response to this Bid invitation;</li> <li>b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and</li> <li>c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder</li> </ul>		

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>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

<sup>3</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.

## **6. STANDARD BIDDING DOCUMENTS DECLARATION**

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

Declaration of Interest (SBD4)

Original Tax Clearance Certificate unless already on file with the NRF

Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1)

Where a valid BBBEE Certificate is not on file with the NRF, please attach

Declaration of Bidder's past SCM practices (SBD8);

Certificate of Independent Bid Determination (SBD9)

General Conditions of Contract

**The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.**

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement.

I certify that the information furnished in these declarations (Tax compliance status, SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that the NRF may reject the Offer or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this SBD declaration pack by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual)

NAME (PRINT)		<b>WITNESSES</b>  1 _____  2 _____  Date _____
CAPACITY		
SIGNATURE		
NAME OF FIRM		
DATE		



**science  
& technology**  
Department:  
Science and Technology  
**REPUBLIC OF SOUTH AFRICA**



**SAEON**  
South African Environmental  
Observation Network