



**REQUEST FOR QUOTATION (RFQ)**

**RFQ NUMBER: RFQ202007**

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A COVID  
COMPLIANT BIOMETRIC ACCESS SYSTEM FOR TWO DOORS AT SACNASP**

**SACNASP**

**SUITE L4/L5 ENTERPRISE BUILDING**

**INNOVATION HUB**

**MARK SHUTTLEWORTH STREET**

**PRETORIA**

**0087**

**JULY 2020**

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## **1. SPECIAL INSTRUCTIONS**

Failure to comply with mandatory requirements will lead to disqualification;  
SACNASP does not bind itself to accept any quotation, and SACNASP reserves the right not to appoint the service provider.

## **2. BACKGROUND**

The South African Council for Natural Scientific Professions (SACNASP) is a registration and regulation authority for natural science professions in South Africa. This includes practicing natural scientists in fields such as chemistry, physics, mathematics, biology, food sciences, zoology, and geology but to name a few. SACNASP is governed by Council Members at the highest level who are appointed by the Minister of Science and Technology and are responsible for the strategic management of SACNASP. Similar to the Health Professions Council, The Natural Scientific Professions Act, (Act no. 27 of 2003) makes it compulsory for natural scientists practicing in the listed fields of practice of natural science to register irrespective of the nature of their employment; be it academia, industry, commerce or consulting.

## **3. SCOPE OF WORK**

To provide full biometric access system for entrance doors which allows touch-free access to the offices

## **4. SPECIFICATION (Technical assessment)**

- System to support 50 staff members.
- Touch free access in and out
- Unlock and lock door (maglock with appropriate kg for doors) with key override.
- Manual door opening system from receptions.
- Ability to run reports.
- Full installation of system including software (commissioning, configuration and training).
- Total labour cost.

**5. TERMS AND CONDITIONS**

- a) SACNASP undertakes to pay in full within thirty (30) working days after receipt of invoice;

**6. MANDATORY REQUIREMENTS**

- a) Confirmation of Bank Account with bank stamp.;
- b) Proof of address;
- c) Proof of registration on the Centralised Supplier Database held by National Treasury;
- d) A valid SARS tax clearance certificate must be provided;
- e) Certificate of Incorporation: Registration and Proof of legal identity of the contracted service provider (e.g. certificate issued by the Registrar of Companies and Close Corporations);
- f) An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status has been provided;
- g) Standard Bidding Documents (SBD 4, SBD 6.1, SBD 8 and SBD 9).

**Failure to submit the required documentation above will lead to disqualification.**

**7. QUOTATION EVALUATION CRITERIA**

A bid will be disqualified if all the required documents listed above are not submitted.

**8. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

Points shall be awarded to a service provider for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status level of Contributor</b>	<b>Number of points (80/20 system).</b>
1	20
2	18
3	16
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

Service providers should email proposals to the address below by **11 am 31 July 2020**

All proposals **MUST** come in a single document correctly indexed with the quotation and the required documents.

All documents should be forwarded via email to:

Mrs Sarah van Aardt

Tel: 012 748 6500

Email: [svanaardt@sacnasp.org.za](mailto:svanaardt@sacnasp.org.za)