



**National  
Research  
Foundation**

## **INVITATION TO BID (SBD 1) on procurement requirements**

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

<b>BID NUMBER</b>	NRF/SAASTA 07/2016-17
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<b>CLOSING DATE AND TIME</b>	21 October 2016 at 11:00 am
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### **BID DESCRIPTION**

**Appointment of a service provider to develop, maintain and provide training on an online management system for the Science Centre Network profiling and online monitoring.**

**Bidders must sign the signature page of the form SBD1 validating all documents included in the response to this invitation.**

**The successful bidder and the NRF will sign the written Contract Form (SBD 7) once the delegated authority has approved the award of such contract.**

Preferential Procurement System Applicable:	<b>90:10</b>
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Validity Period From Date Of Closure:	<b>150 days</b>
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<b>Compulsory Briefing Session or Site Visit Details</b>	<b>Date and Time</b>	<b>29 September 2016 - 11:00-13:30</b>
	<b>Location</b>	<b>NRF/ SAASTA Didacta Building, 211 Nana Sita Street, Pretoria, 0001</b>
	<b>Contact Person</b>	<b>Ms Gugulethu Mtsweni</b> <a href="mailto:gugulethu@saasta.ac.za">gugulethu@saasta.ac.za</a>

		<b>012 392 9393</b>
<b>BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:</b>		
PHYSICAL ADDRESS NRF/ SAASTA Didacta Building, 211 Nana Sita Street, Pretoria, 0001	AND ADDRESSED AS FOLLOWS: NRF/ SAASTA Didacta Building, 211 Nana Sita Street, Pretoria, 0001	
<b>BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF TO CONSIDER IT. THE NRF WILL NOT CONSIDER THE BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.</b>		
<p>Bidders must submit their bid response on the official bid invitation forms (<b>not to be re-typed</b>) with additional information provided on attached supporting schedules. <b>The NRF provides the checklist “Returnable Documents” at the end of the bid invitation of all required documentation with certain documentation mandatory for entering the evaluation phase.</b></p> <p><b>Non-submission of these marked documents will lead to disqualification of the bidder.</b></p>		
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011.		
THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.		
The NRF deems the bidder has read and accepted these conditions of contract.		
<b>REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):</b>		
<p>The bidder must register on the National Treasury’s Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (<a href="http://www.csd.gov.za">www.csd.gov.za</a>) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.</p> <p>National Treasury Contact Details: 012 406 9222 or email <a href="mailto:csd.support@treasury.gov.za">csd.support@treasury.gov.za</a></p>		
<b>1. SETS OF BID DOCUMENTS REQUIRED:</b>		
Number of ORIGINAL documents for contract signing	2	
Bidders must submit the bid in hard copy format (paper document) to the NRF. The hard		

<p>copy of these original sets of bid documents serve as the legal bid contract document and the master record between the bidder and the NRF. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.</p> <p>Any discrepancy between the evaluation copies and the master record, the master record will prevail. Any discrepancy between the original sets deposited with the NRF and that kept by the bidder, the original set deposited with the NRF is the master contract for both parties.</p>	
Number of EVALUATION copies:	8
<p>Bidders mark documents as either “<b>Original</b>” or “<b>Copy for evaluation</b>” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING ” Sections</p>	
Two envelope system required	YES
<p>The objective of the exercise is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and unbiased.</p> <p>The first envelope holds all documents excluding the SBD3 and detailed supporting pricing documentation. The second envelope holds the SBD3 and the detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document.</p> <p>The NRF only opens the proposal – the first envelope – at the evaluation stage and only opens the pricing – the second envelope – for those bidders who meet the predefined threshold at the proposal evaluation.</p>	
<p><b>2. ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING</b></p>	
<p><b>TECHNICAL ENQUIRIES</b></p>	<p><b>SUPPLY CHAIN MANAGEMENT ENQUIRIES</b></p>
<p>Ms Gugulethu Mtsweni</p> <p>012 392 9393</p> <p><a href="mailto:gugulethu@saasta.ac.za">gugulethu@saasta.ac.za</a></p>	<p>Mr Tshepo Matheane</p> <p>012 392 9358</p> <p><a href="mailto:tshepo@saasta.ac.za">tshepo@saasta.ac.za</a></p>
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### **3. RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION**

**RETURNABLE DOCUMENTS (M = Mandatory (Go/No GO))**

**Envelope 1**

	Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 3, 6.1, 8 and 9	M	YES	NO
	Proof of Registration on the Government's Central Supplier Database	M	YES	NO
	B – BSEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a>	M	YES	NO
	Project management plan, detailing scheduling	M	YES	NO
	Three contactable and written references in the format under annexure	M	YES	NO
	Company must be in online management systems development business for at least 3 years	M	YES	NO
	Risk identification and risk plan provided for 3 years	M	YES	NO
	An electronic example of a similar platform should be provided, either on a disc flash drive or any similar format or a link that can be accessed by the evaluation panel.	M	YES	NO
<b>RETURNABLE DOCUMENTS</b>		<b>Envelope 2</b>		
	Detail pricing in the SBD 3 format	M	YES	NO
	Detail price sheets and supporting documents	M	YES	NO
<b>4. THE BIDDING PROCESS</b>				
<b>4.1. This bid is evaluated through a three stage process</b>				
	<p><u>Stage 1 – Compliance to Requirements including Mandatory as these are GO/NO GO gates</u></p> <p>Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF provides the Returnable Document Checklist listing these and which documents are GO/NO GO at the end of this invitation for the bidders.</p> <p><b>The NRF evaluates only procurement responses that are 100% acceptable in terms</b></p>			

**of the Returnable Document List. The NRF disqualifies bidders not compliant with this list for Stage 2.**

**Stage 2 – Evaluation of Bids against Specifications and Quality**

The NRF evaluates each bidder's response to the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation.

The NRF will, where circumstances justifies it, request an evaluation sessions such as interviews/presentations/pitching sessions/proof of functionality sessions with short-listed bidders before concluding the evaluation.

Bidders making the minimum evaluation score will pass to stage 3.

**Stage 3 – Price/Preference Evaluation**

The NRF compares each bidder's pricing proposal on a fair and equal basis taking into account all aspects of the bids requirements. The NRF ranks the qualifying bids on price and preference points claimed in the following manner:

**Price** - with the lowest priced Bid on an equal and fair comparison basis receiving the highest price score as set out in the Preferential Procurement Policy 2011 Regulations;

**Preference** - preference points as claimed in the preference claim form (SBD6.1) added to the price ranking scores; and

The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

**4.2. Bid Procedure Conditions:**

**Counter Conditions**

The NRF draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.

**Response Preparation Costs**

The NRF is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

**Cancellation Prior To Awarding**

The NRF reserve the right to withdraw and cancel the Bid Invitation at any time prior to the delegated authoriser making an award.

**Collusion, Fraud And Corruption**

Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

**Fronting**

The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the “Guidelines on complex Structures and Transactions and Fronting”, issued by the Department of Trade and Industry, be established during such inquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

**Confidentiality**

The successful Bidder agrees to sign a general confidentiality agreement with the NRF.

**Sub-contracting Direct**

The NRF does not enter into any separate contracts with sub-contracted suppliers of its appointed bidders.

**Information Provided In The Procurement Invitation**

All information contained in this document is solely for the purposes of assisting bidders to prepare their Bids. The NRF prohibits bidders from using any of the information contained herein for other purpose than those stated in this document.

## 1. EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES

	Selection Element	Weight	0	1	2	3	4
1	<p>Competency of the service provider: Company Profile and expertise</p> <p><i>(Based on the profile of the project team expertise and familiarity with the project and market, the panel will evaluate the proposal against the perceived educational value and/ or expertise and likelihood that the online system will be user-friendly for all the stakeholders concerned)</i></p>	10%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value
2	<p>Experience: Detail of similar projects developed and relevance</p> <p><i>(based on the same/similar previous online systems developed, the panel will consider whether the bidder has been creative in their approach and evaluate the relevance of system against the perceived needs)</i></p> <p>3years= 2</p> <p>4years=3</p> <p>5years + =4</p>	20%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value
3	<p>Technical plan: Detailed proposal provided in line with specification</p> <p><i>(the panel will look at the variety of technical needs to which the system will need to cater for in relation to the specification, the</i></p>	20%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value



## 1. EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES

	<b>Selection Element</b>	<b>Weight</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<i>contextual familiarity with the product in need and the bidder's innovativeness and creativity in their approach)</i>						
4	Alignment of an example to expected tool: Able to accommodate:  <i>Users</i>  <i>Administrators</i>  <i>All of the above = 4</i>  <i>Only users or administrators =3</i>  <i>None =0</i>	10%	Defined as not meeting the minimum specifications set (none)	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value
5	Reporting: The System allows reports to be generated automatically with a click of a button	20%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value
6	Data analytics: Data analytics and dashboards are included	10%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value

## 1. EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES

	<b>Selection Element</b>	<b>Weight</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
7	Proposed System Usability: Manoeuvrability and mobile friendly  <i>(The system is easily navigable)</i>	10%	Defined as not meeting the minimum specifications set	Defined as the quality of the proposal is poor	Defined as the quality of the proposal is good	Defined as the quality of the proposal is good with added value	Defined as the quality of the proposal is excellent with added value

## 2. THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION STAGE 3

Bidders scoring less than the minimum threshold of 60% are marked as failed and are not eligible to be considered in the next stage of evaluation, which is Price and BBEE

## 3. THE BIDDERS PARTICULARS

Name Of Bidder (As stated on the Central Supplier Database registration report)

Represented By

Postal Address

Telephone Number

Cell Phone Number

Facsimile Number

E-Mail Address

VAT Registration Number:

COMPANY REGISTRATION NUMBER	
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:	
TYPE OF COMPANY/FIRM [Tick applicable box]	
Partnership/Joint Venture/Consortium	
Close Corporation	
(Pty) Limited	
One person business/sole proprietor	
Company	
Other	
COMPANY CLASSIFICATION [Tick applicable box and provide short description]	
Manufacturer:	
Supplier:	
Professional Service Provider:	
Research and Innovation:	
Construction:	
Logistics:	
Other:	
TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS	
TAX CLEARANCE CERTIFICATE	

Has an original and valid tax clearance certificate been submitted or Central supplier database certificate with green tax status		Yes/No/NA
SUPPLIER IS ON THE NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE:		
Supplier Number	<b>M</b>	Unique Registration Reference Number (36 digit)
PREFERENCE CLAIM		
Preference claim form been submitted for your preference points? (SBD 6.1)		Yes/No/NA
<b>A B-BBEE status level verification certificate must support preference points claimed. Has this been submitted?</b>		Yes/No/NA
Who was the B-BBEE certificate issued by [Tick applicable box]		
A verification agency accredited by the South African Accreditation System (SANAS);		Yes/No/NA
Affidavit confirming turnover and black ownership or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership certified by the registered Commissioner of Oaths		Yes/No/NA
A Registered Auditor registered by IRBA		Yes/No/NA
Are you the accredited representative in South Africa for the goods/services/works offered?		
YES or NO If yes enclose proof in the annexure and summarized detail below		

## **4. INTRODUCTION TO THE NRF**

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act.

The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units.

## **5. INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID**

The business unit The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF with the mandate to advance public awareness, appreciation, and engagement of science, technology, engineering, mathematics, and innovation (STEMI) in South Africa.

## **6. CONTEXT**

### **6.1. BACKGROUND TO THE FRAMEWORK FOR PROMOTION OF EXCELLENCE IN A NATIONAL NETWORK OF SCIENCE CENTRES**

The National Norms and Standards for a Network of Science Centres in South Africa defines a network of science centres as a group of science centres that are interconnected, aligned with, and supported by the Department of Science and Technology (DST). Science centres are the basic infrastructure for the delivery of the DST-led science promotion programme. The DST leads a two-pronged science promotion programme that seeks to (a) create a society that is knowledgeable about science, critically engaged, and scientifically literate; and (b) encourage the youth’s participation in science, technology, and innovation. Science centre’s contribute to these two primary goals by addressing four strategic focus areas, namely:

- promotion of science literacy among the youth and general public;
- providing Mathematics, Science, and Technology (MST) curriculum support;

- identifying talent and potential in science, engineering, and technology (SET) areas; and
- Providing SET career awareness.

Briefly, the development support provided to science centres by the DST is meant to create an enabling environment for science centres, and includes measures towards achieving excellence by science centres in the network. In this regard, the DST through the South African Agency for Science and Technology Advancement (SAASTA), implements the Framework for the Promotion of Excellence in a National Network of Science Centres. The Framework uses a quality assurance manual and accreditation criteria to assist science centres in the national network to (a) adequately respond to the four strategic areas; (b) uphold corporate governance; and (c) be conscious of service quality and the need of service quality. In pursuit of the Framework for the Promotion of Excellence in a National Network of Science Centres, science centres are subjected to peer evaluation to establish their state of development. The outcome of this evaluation informs (a) the accreditation categorisation of science centres; and (b) a customised development plan that addresses the inadequacies emerging from the evaluation, and/or recommendations towards continuous improvement. More information can be obtained from the websites of the NRF, NRF|SAASTA and the DST:

<http://www.nrf.ac.za/>

<http://www.saasta.ac.za/>

<http://www.dst.gov.za/>

## **10.CONTRACT PERIOD**

The contract is for the development an online platform, the Maintenance and skills transfer for a period of 3 years. The contract period commences from the date that both parties sign the contract (SBD7)

## **11.SPECIFICATIONS FOR THE REQUIRED PROCUREMENT**

### **11.1. SERVICES REQUIRED**

### **12.1.1. PURPOSE OF THIS INVITATION/CALL**

The call seeks to identify a suitable service provider to:

- 11.1.1.1. Digitalize the evaluation instruments used in the evaluation processes of the Framework for the Promotion of Excellence in a National Network of Science Centres.
- 11.1.1.2. Develop a computerised data analysis package to process data gathered through evaluation instruments (as referred to in 4.1) to inform the summative report.
- 11.1.1.3. Develop an online management system for evaluation processes of the Framework for the Promotion of Excellence in a National Network of Science Centres (see attached annexure A: Framework for the Promotion of Excellence in a National Network of Science Centre).
- 11.1.1.4. Develop a web-platform of the online management system for the Framework for the Promotion of Excellence in a National Network of Science Centres
- 11.1.1.5. Maintain and provide technical support for the online system.
- 11.1.1.6. The page should be developed in line with the DST branding guidelines.

## **12. SPECIFICATIONS AND SCOPE OF WORK**

### **12.1. Digitalizing of the evaluation instruments**

Annexure 2 of the Framework for the Promotion of Excellence in a National Network of Science Centres comprises the Accreditation Criteria (revised addition available from SAASTA), which constitute instruments for collecting relevant data for both self- and peer evaluation. The successful service provider is required to digitalize these evaluation instruments so that there is a digital interface for the responses to questions. In addition, a number of will questions require provision of evidence and, where appropriate, the envisaged online system should allow uploading of supporting digital material and/or documentation.

### **12.2. Develop data analysis package**

To improve efficiency, the successful service provider is expected to develop an online system that processes the information collected through the self- and peer-evaluation processes (i.e. similar to the functionality of generic statistical analysis software). The intention is to generate a report immediately after self-evaluation and peer-evaluation. Aspects of the criteria will require manual processing. The system should also cater for the extraction of exception reports. Therefore, potential service providers are required to clearly indicate in their proposals, their proposed approach and the extent to which they will be able to achieve the aforementioned.

### **12.3. Develop an online management system for self and peer evaluation**

The entire evaluation process is expected to be executed interactively on an online



interface. Different stakeholders including, science centres (for self-evaluation), peer evaluators, and other users (as required by SAASTA), should be able to sign into the central system and conduct evaluations. This functionality will require different levels of access i.e. for data capturing only, or administrative. Therefore, the successful service provider is required to ensure that the evaluation instruments are securely accessible and usable online. In addition, the system should be designed in such a manner that it accommodates possible future expansion of the content features, should it be required.

#### **12.4. Develop a Web platform**

The successful service provider will be required to develop a web-platform that provides access to the following information:

##### **12.4.1. Framework for the Promotion of Excellence in a National Network of Science Centres:**

- The section will provide a brief overview of the Framework and will be provided by the DST and SAASTA. In addition, the section will include Appendices A, B, C, D, E and F.
- A downloadable copy of the Framework and relevant appendices will be included.
- A question and answer space, where individuals can ask questions about the Framework and be responded to by the officials responsible for the administration of the platform.

##### **12.4.2. Getting started with the evaluation process**

There should be a logon page that accommodates the registration of new centres, as well as a log-in by science centres that have already registered in the system. The registration process should entail creating log-in details and filling out a profile form that is electronically submitted to the system and administrator. The system administrator will then approve the profile and activate it.

##### **12.4.3. Self-evaluation**

Once registered, the science centre should be able to log in and start with the self-evaluation process using the digitalize evaluation instruments as referred to in point 5.1 above. The self-evaluation process should be configured in such a way that the form can be saved mid-process and accessed at any given time, should the science centre be unable to complete it at that point. The online system should allow online troubleshooting from the administrators, which includes automatic resetting of logon. Once completed, the science centre will file/submit the evaluation, which will then be subjected to automated data analysis that generates an instant report as referred to in 5.2 above.

#### 12.4.4. Peer evaluation

The section will be restricted to peer evaluators only, who will undergo a separate registration process to create log-in details. Registered evaluators will use the computerised evaluation instruments that is configured in the same way as those used for self-evaluation. Once completed, the peer evaluators will file/submit the instruments, which will then be subjected to automated data analysis that generates an instant report as referred to in 5.2 above.

#### 12.4.5. Science centres

The section will contain the profiles of science centres that are part of the network. On a template, the system will have provision for science centres to profile themselves, including uploading of digital content material.

#### 12.4.6. Notice board

The notice board section will be a communication platform for science centres, DST, SAASTA, SAASTEC where announcements and related developments within the science centre community will be published by the administrators.

#### 12.4.7. Useful links and tools

Links to websites of similar organisations or resources, approved by the administrators will be accessed through this section of the site.

#### 12.4.8. Science Centre Discussion Forum

This forum will encourage discussion and networking on science centre related matters. Participants will be approved by the administrators.

#### 12.4.9. Important documents

The section will be a conduit to relevant policy documents, strategies, research reports, and manuals. The documents should be readable online and downloadable.

#### 12.4.10. Dashboard

Customizable dashboards should be included and developed in the following manner:

**Global Dashboard:** The global dashboard will allow an aggregate view of data based on science centre type (e.g. urban/suburban), including both the institutional reporting information and visitor data.

**Individual Dashboards:** Includes graphs showing survey results automatically and in real-time for each individual science centre. An analysis should be set up in advance, based on the type of survey question and response options to provide the most interesting/useful graphs, charts, cross tabulations, and other statistics.

#### 12.4.11. Back-end DST/SAASTA Administrator Page

The administrator must be able to:

- Define user roles and permissions
- Allow administrators to allocate registration numbers to science centres
- Verify user profiles
- Approve (add) user profiles
- Delete user profiles
- Provide answers to questions from site visitors (refer to 5.2, above)
- The administrator should be able to send updates, reminders, and questionnaires to science centres.

### **12.5. Maintenance of the system**

The successful service provider will be required to provide:

- maintenance, and technical support, within 24 hours for critical issues, for a period of three years;
- a technical guide for the system;

Finally, the successful service provider should back up the platform every three months for the duration of this contract, and thereafter as negotiated. These backups must be made available on CD's, Flash drives or any similar formats.

### **12.6. Training and Skills transfer**

- transferring skills and provide training to SAASTA and science centre officials biennially for three years at the SAASTA premises in Pretoria; and
- provide training at SAASTECH in November 2016, at UKZN Richards Bay to science centres

## **13. EXPECTED OUTCOMES AND DELIVERABLES**

13.1. The successful service provider will be required to deliver the following:

13.1.1. A business analysis in the development process;

13.1.2. Make provision for the site to be hosted on the NRF/SAASTA server;

13.1.3. A fully functional online system (frontend);

13.1.4. Backup and support

13.1.5. Fully functional CMS (Content Management System) (backend);

13.1.6. Both the frontend and backend will be **owned** and **managed** by DST/SAASTA (refer to 28.19)

13.1.7. The platform must be piloted within a month after appointment.

## **14. SUBMISSION REQUIREMENTS**

**The following should be included:**

14.1. A detailed proposal on how the task will be executed and full description of the

	<p>product to be developed;</p> <p>14.2. A company profile, also stating the number of years of experience in the field;</p> <p>14.3. Contactable references of a minimum of 3 similar previous clients must be provided</p> <p>14.4. An example of similar systems developed by the service provider should be provided. This could be a simulation or access provided to a similar platform developed.</p> <p>14.5. A detailed risk plan for 3 years;</p> <p>14.6. The price includes maintenance, training, and support for three years;</p>
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## **15. PRICING DETAIL**

### **SBD 3 - Pricing Schedule for the Duration of the Contract**

(SBD 3.1 - Firm Unit Pricing; SBD 3.2 – Non-Firm Unit Pricing)

#### NOTE

PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM CONSISTING OF FIRM PRICES AT DATE OF BID SUBJECT TO ADJUSTMENT(S) IN TERMS OF THE FOLLOWING FORMULA, DEFINED AREAS OF COST AND DEFINED PERIODS.

Bidders must complete the section “Non-Firm Prices Subject to Escalation” if applicable and/or the section “Prices Subject to Rate of Exchange Variations” if applicable. Where neither of these sections are completed, the unit prices are deemed “Firm Unit Pricing”

In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Price quoted is fully inclusive of all costs including delivery to the specified NRF Business Unit geographical address and includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.

Detailed information i.e. costed bill of quantities is optional and is provided as annexure to the details provided

The NRF accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract.

Pricing is subject to the addition of Preference Points as stipulated in below - Standard Bidding Document 6.1 Preference claim form.

**WHERE QUANTITIES AND/OR SERVICES ARE REQUIRED AS AND WHEN NEEDED,**

<b>THE ESTIMATION PRICE MODEL BELOW APPLIES (The quantities provided are for quoting purposes only)</b>				
The NRF utilises the following price model to model the elements that are not certain at time of pricing to allow for a fair, comparable, and objective price competition leading to the award of this contract. The actual usage during the management of the contract determines the final contract value.				
<b>BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)</b>				
(WHERE FOREIGN EXCHANGE APPLIES, THE EXCHANGE RATE OF XXX APPLIES TO THE QUOTED PRICE RATES TO ALLOW FAIR COMPETITION)				
<u>NO</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>
1	1	Full development of the online management system as per the stipulated specifications	Rand	
2	3 years	Technical and maintenance support	Rand	
3	3 years	Training and skills transfer (twice per annum for 36 months)	Rand	
4	3 years	Backups (once every three months for the duration of this contract)	Rand	
Total Cost is determined by multiplying quantity by unit price				
TOTAL COSTED VALUE OF ABOVE			R	
<b>Delivery Administration</b>				
Required by Business Unit:		SAASTA		
At delivery site:		211 Nana Sita Street Pretoria		
Period required for delivery		30 days to pilot		

upon placement of delivery instruction:	
Delivery	Firm
Delivery basis	Per invoice as negotiated by the winning bidder
Brand and model, if not included in the proposal	Fully functional system and maintenance
Country of origin, if not included in the proposal	South Africa

**PRICE ADJUSTMENTS: NON-FIRM PRICES SUBJECT TO ESCALATION**

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa = The new escalated price to be calculated.

(1-V)Pt = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.

D1, D2.= Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.

R1t, R2t.= Index figure obtained from new index (depends on the number of factors used).

R1o, R2o = Index figure at time of bidding.

VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

**THE FOLLOWING INDEX/INDICES MUST BE USED TO CALCULATE YOUR BID PRICE:**

Index per factor	Index figure at time of bidding Dated (R1o, R2o)	Adjustment Period and Dated	Index figure at time of periodic adjustment (R1t, R2t, R3t, etc.)			
A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA.						
FACTORS MAKING UP THE BID PRICE (D1, D2 etc. )	PERCENTAGE OF BID PRICE (The total of the various factors must add up to 100%.)					
<b>PRICE ADJUSTMENTS: PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS</b>						
<p>Part 1: Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.</p>						
PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
<p>Part 2: Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)</p>						

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

## 16. PREFERENCE POINTS CLAIMED (SBD 6.1)

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

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

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and

the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of this bid is **estimated to exceed** R 1 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable.

THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS:

**POINTS**

**PRICE**

**90**

**B-BBEE STATUS LEVEL OF CONTRIBUTION**

**10**

**Total points for Price and B-BBEE must not exceed**

**100**

Preference Points for this bid is awarded in accordance with the table below:

BBEE Status Level of Contributor per B-BBEE Certificate

Preference Points Claimed

1

10

2

9



3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant	0
<p>Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p>	
<p>The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.</p>	
<p>A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a valid BBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a></p>	
<p>A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.</p>	
<p>A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.</p>	
<p>A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p>	
<p>Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.</p>	

<p>A person 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.</p> <p>A person 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 person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.</p>	
<p><b>BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:</b></p>	
B-BBEE Status level claimed	
Preference Points claimed	
<p><b>BID DECLARATION: SUB-CONTRACTING</b></p>	
Will any portion of the contract be sub-contracted?	YES / NO
<p>If Yes, indicate:</p>	
What percentage of the contract will be subcontracted?	
Names of the sub-contractor	
The B-BBEE status level of the sub-contractor	
Whether the sub-contractor is an EME?	YES / NO
<p>I/we, the undersigned, who is/are duly authorized to do 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:</p> <p>The information furnished is true and correct;</p> <p>The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations;</p> <p>In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction</p>	

	<p>of the purchaser that the claims are correct;</p> <p>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 purchaser may, in addition to any other remedy it may have –</p> <ul style="list-style-type: none"> <li>Disqualify the Bidder from the bidding process;</li> <li>Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct;</li> <li>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;</li> <li>Restrict the Bidder or 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; and</li> <li>Forward the matter for criminal prosecution.</li> </ul>
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## 17.DUE DILIGENCE REQUIREMENTS

	<p><b>Contactable References</b></p>
	<p>The bidder is required to supply at least three (3) reference letters per relationship where applicable (i.e. maintenance, supply and commissioning, etc.), as per the format under the Annexure section. The form is for those customers for whom the bidder has completed work within the last twelve months and current work in progress. The customers are to complete the form on their company letterhead.</p>
	<p><b>Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary</b></p>
	<p>Bidder is required to provide evidence of good standing with their tax office (overseas and local).</p> <p>Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder's tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.</p> <p>Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same requirement of tax status, a copy of that certificate should be provided.</p>

**SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

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;

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:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 the bid or to the signing 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

**SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES**

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:

YES / NO

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:

YES / NO

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:

YES / NO

Was any contract between the Bidder and any organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached

YES / NO

schedule:	
<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>	
<b>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</b>	
<p>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:</p> <p style="padding-left: 40px;">The Bidder is employed by the State; and/or</p> <p style="padding-left: 40px;">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.</p>	
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>	
Full Name of Bidder or his/her representative	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement	
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	
Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule	YES / NO
Name of person/ director/ trustee/ shareholder/member:	
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:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
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.)	
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?	YES / NO
If so, furnish particulars as an attached schedule:	
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?	YES / NO
If so, furnish particulars as an attached schedule.	
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?	YES / NO

If so, furnish particulars as an attached schedule:

## **18.SBD5 – NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME OBLIGATIONS**

Insert where applicable

## **19.OBLIGATIONS OF EACH PARTY**

### **National Research Foundation**

#### **1. Contract Management**

1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

#### **2. Contract Manager**

2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

#### **3. Contract Communication**

3.1. The NRF communicates all communications in writing as well as through email.

3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.

3.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

#### **4. Communicating “As and When” in terms of the specific contract clauses**

4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued;

4.2. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.

4.3. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):

4.3.1. Purchase Order Number

4.3.2. Contract Number

4.3.3. Quantity

4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;

4.3.5. Catalogue number if applicable;

4.3.6. Unit price per this contract;

4.3.7. Delivery Date;

4.3.8. Business unit code; and



4.3.9. The specific delivery site.

**5. Communicating where incidental services are required as listed in this document**

5.1. Incidental services are specified in the incidental services clause

5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.

5.3.

**6. Communicating where spare parts are required as listed in this document**

6.1.

**7. Performance Management**

7.1. The NRF measures performance throughout the contract life.

7.2. The NRF has regular performance review with the contractor.

7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

**PERFORMANCE LEVELS**

Service being Measured	Measurement	Minimum level

**CONTRACTED BIDDER**

**1. Managing the Contract**

1.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

**2. Contract Manager**

2.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.

**3. Communication**

3.1. The contracted party communicates in writing and through email.

3.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.

**4. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)**

4.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.

**5. Health and Safety Requirements**

5.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety

	<p>of its employees and those other people affected by the operations of the supplier.</p> <p>5.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>5.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.</p> <p>5.4. [NOTE TO PREPARERS:] Additional Health and Safety documentation can be required prior to commencement of the contract but mentioned at the bid stage. These include SHE Plan (Safety, Health and Environment Plan), SHE File which contains the names of people assigned for Safety responsibilities and their certificates, this may also include information regarding the organisational safety hierarchy – line of command, and contingency plans.</p>
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## 20. GENERAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, and words such as “will/should” mean “must”.

The NRF cannot amend the National Treasury’s General Conditions of Contract (GCC). The NRF appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause directly below the specific GCC clause and where the NRF requires a SCC that is not part of the GCC, the NRF appends the SCC clause after all the GCC clauses. No clause in this document shall be in conflict with another clause.

GCC1	<p><b>1. Definitions - The following terms shall be interpreted as indicated:</b></p>
	<p>1.1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2. “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3. “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6. “Country of origin” means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major</p>

	<p>assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7. "Day" means calendar day.</p> <p>1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.</p> <p>1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14. "GCC" means the General Conditions of Contract.</p> <p>1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p>
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	<p>1.20. "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
<b>GCC2</b>	<b>2. Application</b>
	<p>2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2. Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.</p> <p>2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
<b>GCC3</b>	<b>3. General</b>
	<p>3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2. With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>
<b>GCC4</b>	<b>4. Standards</b>
	<p>4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
<b>GCC4 SCC</b>	The standards specified in this bidding document are as follows:
<b>GCC5</b>	<b>5. Use of contract documents and information</b>
	<p>5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan,</p>

	<p>drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2. The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.</p> <p>5.4. The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<b>GCC6</b>	<b>6. Patent rights</b>
	<p>6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
<b>GCC7</b>	<b>7. Performance security</b>
	<p>7.1. Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.</p> <p>7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2. a cashier’s or certified cheque</p> <p>7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
<b>GCC7 SCC</b>	Performance security is
<b>GCC8</b>	<b>8. Inspections, tests and analyses</b>

	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.</p> <p>8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
GCC9	<b>9. Packing</b>
	<p>9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration,</p>

	<p>where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>
<b>GCC10</b>	<b>10. Delivery and Documentation</b>
	<p>10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2. Documents to be submitted by the supplier are specified in SCC.</p>
<b>GCC10 SCC</b>	No quantities are reflected in the bid as purchase orders will be placed on the basis of "as and when required" by the NRF's business units.
<b>GCC10 SCC</b>	<p>All deliveries or despatchers must be accompanied by a delivery note stating the official order against which the delivery has been effected.</p> <p>Deliveries not complying with the order will be returned to the contractor at the contractor's expense.</p> <p>The NRF is under no obligation to accept any quantity which is in excess of the ordered quantity.</p>
<b>GCC10 SCC</b>	The supplier provides the following documentation per delivery:
<b>GCC10 SCC</b>	The shipper provides the following details of shipping and the related documents:
<b>GCC10 SCC</b>	<p>NRF representative verifies both delivery and performance prior to signing a certificate of delivery / installation / progress milestone / commissioning evidencing such performance.</p> <p>The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.</p>
<b>GCC11</b>	<b>11. Insurance</b>
	<p>11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.</p>
<b>GCC11</b>	The supplier shall make available a public liability insurance for a minimum value of

<b>SCC</b>	R 5 000 000.00.  [NOTE TO PREPARERS: Please check what is the reasonable amount as this insurance can be dependent on many factors beyond the value of the goods supplied, produced, or transported. Refer to Governance for guidance]
<b>GCC12</b>	<b>12. Transportation</b>
	12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
<b>GCC12 SCC</b>	The transportation and pricing is in accordance with the following international standard delivery term:
<b>GCC13</b>	<b>13. Incidental services</b>
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
<b>GCC13 SCC</b>	Additional services to those listed in clause GCC13.1 above are the following:
<b>GCC13 SCC</b>	After the guarantee period has lapsed, maintenance services will be solicited on an open quotation basis.
<b>GCC14</b>	<b>14. Spare parts</b>
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1. such spare parts as the purchaser may elect to purchase from</p>



	<p>the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2. in the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
<b>GCC14 SSC</b>	The contracted supplier provides the catalogues listing all spare parts to keep the original equipment in optimal operational condition.
<b>GCC15</b>	<b>15. Warranty</b>
	<p>15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
<b>GCC15 SSC</b>	Additional warranty clauses are the following:
<b>GCC16</b>	<b>16. Payment</b>
	16.1. The method and conditions of payment to be made to the supplier under

	<p>this contract shall be specified in SCC.</p> <p>16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC</p>
<b>GCC16 SCC</b>	Schedule of payments are as follows:
<b>GCC16 SCC</b>	<p>Method and conditions of payment are as follows:</p> <p>The NRF only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests.</p> <p>The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit.</p> <p>The NRF does not settle invoices for outstanding goods or services.</p> <p>Payment is made in the South African rands.</p>
<b>GCC17</b>	<b>17. Prices</b>
	<p>17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
<b>GCC17 SCC</b>	<p>All adjustments to unit prices must be specified on the SBD3.2 and apply in accordance with the terms set in the SBD3.2. Applications for price adjustments must have the documentary evidence set for each adjustment in the SBD3.2 to support of any adjustment. Unit price adjustments will only apply once the NRF has approved in writing the application.</p> <p>Where Cost Price Adjustments (CPA) are applicable and justifiable, the bidder must declare this in the SBD3.2 for these to apply.</p> <p>Incidental services that are not specified in the SBD3.2 are adjusted as set out in clause GCC13.2</p> <p>Contract management verifies all cost adjustment applications prior to giving approval.</p>
<b>GCC18</b>	<b>18. Contract amendment</b>

	18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
<b>GCC19</b>	<b>19. Assignment</b>
	19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
<b>GCC20</b>	<b>20. Subcontract</b>
	20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
<b>GGC20 SSC</b>	<p>The supplier shall notify the purchaser in writing of all subcontracts under this contract inclusive of termination of such sub-contracts and the replacement of sub-contracts previously notified in writing.</p> <p>The supplier cannot 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 supplier, unless the supplier sub-contracts to an EME that has the capability and ability to execute the sub-contract.</p> <p>The supplier provides proof, in the legislated formats, of the sub-contractor's B-BBEE status for each sub-contract to this contract to the NRF.</p>
<b>GCC21</b>	<b>21. Delays in supplier's performance</b>
	<p>21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the</p>

	<p>supplies are required, or the supplier's services are not readily available.</p> <p>21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
<b>GCC22</b>	<b>22. Penalties</b>
	<p>22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>
<b>GCC22 SSC</b>	<b>PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED</b>
	<p>Will be negotiated as part of the Service level agreement with the appointed service provider. This will be in line with the proposal provided</p>
<b>GCC23</b>	<b>23. Termination for default</b>
	<p>23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <p>23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p>

	<p>23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.</p> <p>23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.</p> <p>23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1. the name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2. the date of commencement of the restriction</p> <p>23.6.3. the period of restriction; and</p> <p>23.6.4. the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury</p>
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<b>GCC24</b>	<b>24. Anti-dumping and countervailing duties</b>
	<p>24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
<b>GCC25</b>	<b>25. Force Majeure</b>
	<p>25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
<b>GCC26</b>	<b>26. Termination for insolvency</b>
	<p>26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
<b>GCC27</b>	<b>27. Settlement of disputes</b>
	<p>27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such</p>

	<p>dispute or difference by mutual consultation.</p> <p>27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2. the purchaser shall pay the supplier any monies due the supplier.</p>
<b>GCC28</b>	<b>28. Limitation of liability</b>
	<p>28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
<b>GCC29</b>	<b>29. Governing language</b>
	<p>29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
<b>GCC30</b>	<b>30. Applicable law</b>
	<p>30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
<b>GCC31</b>	<b>31. Notices</b>

	<p>31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
<b>GCC32</b>	<b>32. Taxes and duties</b>
	<p>32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services</p>
<b>GCC33</b>	<b>33. National Industrial Participation Programme</b>
	<p>33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.</p>
<b>GCC34</b>	<b>34. Prohibition of restrictive practices</b>
	<p>34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>34.1. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or</p>



	contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.		
<b>BID SCC</b>	<p><b>Intellectual property provided in the bid invitation</b></p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF</p>		
<b>BID SCC</b>	<p><b>Intellectual property contained in the deliverables</b></p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.</p>		
<b>BID SCC</b>	<p><b>Third Party Warranty</b></p> <p>Where the contracted party sources goods or services from a third party, the contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party.</p>		
<b>BID SCC</b>	<p><b>Third Party Agreements</b></p> <p>No agreement between the contracted party and the third party is binding on the NRF.</p>		
<b>BID SCC</b>	<p><b>Contracted Party Due Diligence</b></p> <p>The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.</p>		
<p><b>21.NATIONAL RESEARCH FOUNDATION ANNEXURES</b></p>			
1	<p><b>Reference Letter Template</b></p>		
	<p>Bidder's Letterhead</p> <p>We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.</p>		
	<table border="1"> <tr> <td><b>Referee Letterhead</b></td> <td><b><u>Referee Legal Name</u></b></td> </tr> </table>	<b>Referee Letterhead</b>	<b><u>Referee Legal Name</u></b>
	<b>Referee Letterhead</b>	<b><u>Referee Legal Name</u></b>	
<p><b><u>REFERENCE ON COMPANY xxxxx</u></b></p>			

<b>Bid Number:</b>			
<b>Bid Description</b>			
Describe the service/work the above bidder provide to you below			
Criteria	Needs improvement	Meets requirements	Exceeds requirements
Professionalism			
Customer centricity			
Turnaround times			
Completion Times			
Satisfaction with bidder			
Satisfaction with quality			
Satisfaction with the work done			
Project Planning Management			
Reliability			
Response to call outs			
Maintenance Management			
Spares Availability			
Delivery scheduling			
Overall Impression			
No. of times used in past year	Would you use the provider again?	YES/NO	

	Completed by:	
	Signature:	
	Company Name:	
	Contact Telephone Number:	
	Date:	
	Company Stamp:	
2	Drawings (delete if not applicable)	
3	Support documents to specifications (delete if not applicable)	
<b>22. BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT</b>		
1	Proposal to Technical Specification	
2		
<b>23. BIDDERS DETAIL PRICE SCHEDULES</b>		
1	SBD 3 as set out in this document	
2	<p>Documents providing the detail in support of the bid contract value as set out in the SBD3:</p> <p>Bill of Quantities where does not fit on the above detail schedule (delete if not applicable)</p> <p>Product Catalogue with detail description, part numbers and unit price (delete if not applicable)</p>	

	<p>Spare Parts Catalogue with detail description, part numbers and unit price (delete if not applicable)</p> <p>Labour Rate Table (delete if not applicable)</p> <p>Schedule of disbursements and unit pricing (delete if not applicable)</p>														
<p><b>24. BID SUBMISSION CERTIFICATE FORM - (SBD 1)</b></p>															
	<p>I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the National Research Foundation in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.</p>														
	<p>My offer remains binding upon me and open for acceptance by the National Research Foundation during the validity period indicated and calculated from the closing time of Bid Invitation.</p>														
	<p>The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:</p> <table border="1"> <tr> <td>Invitation to Bid (SBD 1)</td> <td>Specification(s) set out in this Bid Invitation inclusive of any annexures thereto</td> </tr> <tr> <td rowspan="2">Bidder's responses to specifications, capability requirements and capacity as attached to this document</td> <td>Pricing Schedule(s) (SBD3) including detailed schedules attached</td> </tr> <tr> <td>CSD / Tax clearance letter</td> </tr> <tr> <td>Declaration of Interest (SBD4);</td> <td>Independent Price Determination (SBD 9)</td> </tr> <tr> <td colspan="2">Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate</td> </tr> <tr> <td>Declaration of Bidder's past SCM practice (SBD 8)</td> <td>Conditions of contract as set out in this document (GCC)</td> </tr> <tr> <td>NIPP Obligations (SBD 5) where applicable</td> <td>Local Content Certification (SBD 6.2) where applicable</td> </tr> </table>		Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto	Bidder's responses to specifications, capability requirements and capacity as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached	CSD / Tax clearance letter	Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)	Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate		Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)	NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable
Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto														
Bidder's responses to specifications, capability requirements and capacity as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached														
	CSD / Tax clearance letter														
Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)														
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate															
Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)														
NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable														
	<p>I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; 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.</p>														

	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
	I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD5, SBD8, SBD9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.
	I confirm that I am duly authorised to sign this offer/ bid response.
NAME (PRINT)	
CAPACITY	
SIGNATURE	
Witness 1	
NAME	
SIGNATURE	
Witness 2	
NAME	
SIGNATURE	
DATE	

**25.ANNEXURE 1 AND 2 TO THE SCIENCE CENTRE  
ACCREDITATION PROCESS**

INTRODUCTION

This document contains the accreditation criteria and guidelines for self-evaluation for inclusion in the national network of science centres in South Africa.

The criteria is based on the following core values and concepts:

1. Impact (outreach, individual).
2. Capacity building (skills development, and promoting science, technology, engineering and mathematics (STEM) subjects).
3. Sustainability (forward thinking).
4. Quality (measurement).

The criteria aim to provide answers to the following overarching questions:

1. What is the science centre trying to do?
2. How is the science centre trying to do it?
3. How does the science centre know that it is achieving its objectives?
4. How does the science centre bring about improvements where needed?

This document is divided into two sections. Section A covers the organisational profile and Section B covers the five criterion areas. Both sections will form part of the self-evaluation report, which will be used during the site visit.

The organisational profile (the centre and its context, priorities, relationships and challenges) forms the basis of the application for interim registration. This will be used during the review of the initial application of every science centre.

The five areas in Section B are as follows:

1. Governance and planning.
2. Service offering.
3. People.
4. Communication.
5. Quality management and benchmarking.

Each area has several topics with guiding questions to assist the science centre in describing how it meets the requirements for each criterion. Not all questions will be relevant to every science centre, but if a science centre deems a question irrelevant, it should provide reasons for this.

During the site visit, science centres will have to provide supporting documents as evidence of statements made in the self-evaluation report.

## A. ORGANISATIONAL PROFILE

The organisational profile provides a snapshot of your science centre and the key components of your operational, relational and strategic realities.

### 1. NAME, LOCATION AND OWNERSHIP

Describe your science centre by answering the following:

1. What is the name of your science centre?
  - 1.1. What is the registered name of your centre?
  - 1.2. What name is commonly used to refer to your centre?
2. Is your science centre part of a larger organisation?
3. Where is your science centre located? Province, district municipality and area?
4. Why is it located there?
5. Who owns the premises and/or facility?
6. How far is your closest community?
7. What is the total size/floor space of the premises and/or facility?
8. Specify the allocation of floor space in terms of exhibits, training, laboratories, storing, administration, auditorium, etc.

### 2. GOVERNANCE SYSTEM AND ORGANISATIONAL STRUCTURE

Describe the structures you have in place to govern and manage your science centre by answering the following questions:

1. Under what legal category is your centre registered?
2. Who serves on the board of directors/board of trustees/ advisory board/ other governance structure (please specify)?
3. To whom and how often does the governance structure report?

4. Provide the organisational structure (both the management and governance) of your science centre.

### 3. VISION, MISSION AND PURPOSE

Describe the key strategic drivers of your science centre by answering the following questions:

1. What is your stated vision?
2. What is your stated mission?
3. If your science centre is part of a larger organisation, how do your vision and mission align with those of the larger organisation?
4. What is your purpose as a science centre?

### 4. KEY RELATIONSHIPS

Specify and describe the key relationships your science centre has by answering the following questions:

1. Identify all the science centre's key relationship groups
  - 1.1. Sponsors e.g. government, private sector, individuals
  - 1.2. Customers e.g. learners
  - 1.3. Partners
  - 1.4. Staff e.g. complimentary staff from the larger organisation
  - 1.5. Visitors
  - 1.6. Interns and volunteers.
2. What should each identified group be informed about on a regular basis?
3. Specify the communication mechanisms you use to communicate with each identified group (e.g. meetings, reports, newsletters).
4. How often do you communicate with each group?

### 5. OUTLINE OF SERVICE OFFERING

Describe the services offered by your science centre as in the table below:



No.

Service category	Activities per target public				
	Learners	Educators	Students	Tourists	Industry
Scientists and researcher Journalists		Science interpreter		Decision makers	General public
To promote science literacy					
Enhance learner participation in STEMI					
Identify and nurture youth talent and potential					
Provide STEMI career education					

## 6. COMPETITIVE ENVIRONMENT

Describe the competitive environment in which your science centre operates by answering the following questions:

1. Are you in a competitive environment for the items in the table below, briefly elaborate?

Competitive environment	Elaborate	Competitive advantage
-------------------------	-----------	-----------------------

Funding

Customers

Staff

Members, partners

Visitors

Visibility in the community

Media attention

2. What differentiates your science centre from other centres?

7. OUTLINE OF OPERATIONAL PLANNING (BUSINESS AND FINANCIAL)

Please provide the following documents for the past three years:

1. Annual business plan and budget.

2. Audit reports.

8. MONITORING AND EVALUATION

1. How do you assess and ensure the quality of your service offering (e.g. maintenance or programme reviews)?

2. How do you track target publics' participation in your activities (produce evidence)?

3. Alignment with the goals of the network of science centres in South Africa (fitness for purpose) :

a. Describe how your science centre is contributing to the goals of the network of science centres in South Africa in terms of the table below:

b. Describe and, where possible, provide evidence of the impact of your efforts to achieve the goals of the network of science centres in South Africa in terms of the following:

GOAL OF THE NETWORK OF SCIENCE CENTRES

Target group Identifying and nurturing young people's talent and potential in STEM  
Promoting science literacy among the youth and the population in general.  
Enhancing learner participation and performance in STEM. Providing young people with career education, particularly related to STEM.

Educators

Learners

Permanent staff

Interns and volunteer

Surrounding community

General public

Researchers and scientists

Journalists

Science interpreters

Tourists

Decision-makers

Industry

a. Describe your plans to improve your efforts to achieve the goals of the network of science centres in South Africa in the table below

# Goals of the network Plans to improve efforts to achieve the goals

i) Identifying and nurturing young people's talent and potential in STEM

ii) Identifying and nurturing young people's talent and potential in STEM

iii) Enhancing learner participation and performance in STEM.

iv) Providing young people with career education, particularly related to STEM.

## B. CRITERIA

### 1. GOVERNANCE AND PLANNING

The science centre plans for a sustainable future by taking its operational realities and responsibilities into consideration.

Comment on and provide evidence of how you focus on and develop in the areas of leadership,

strategic planning, sustainability and future relevance, the regulatory environment, corporate governance and risk.

The questions below are intended to guide your response to demonstrate that you meet the criterion. They should be used as appropriate to your science centre, i.e. not all questions may be relevant and you may in some instances wish to add to the list.

### 1.1 Leadership

Describe how you select, develop and manage leaders for your science centre.

1. On what basis do you select members to the leadership team?
2. What impact has the leadership team had on the following? :
  - a) Science centre
  - b) Staff
  - c) Customers
  - d) Stakeholders
  - e) Surrounding community
  - f) Meeting the strategic goals of the National Network of Science Centres.
3. Explain how you ensure sustainability regarding the leadership of the centre.
4. How active is the leadership team in marketing and promoting the science centre?
5. How active is the leadership team in networking with all stakeholders?

### 1.2 Strategic planning

Describe how your science centre evaluates itself at a strategic level, looking at its current state in detail and making decisions for the future based on this information.

1. What are your key core business, financial and human resource challenges and advantages with regards to organisational sustainability?

Key areas      Challenges      Advantages

Core business

Financial resources

Human resources

2. Describe strengths, weaknesses, opportunities and threats (SWOT) of your centre in the table below:

Strength      Weaknesses

Opportunities      Threats

3. How have you responded and/or plan to respond to the outcome of the SWOT analysis done above?

Responses/plan

Strengths:

Weaknesses:

Opportunities:

Threats:

### 1.3 Sustainability and future relevance

Describe what your science centre has in place to ensure its existence and impact in the next five years.

1. Does your science centre have a consistent, sustainable income?
2. If so, how do you guarantee it?
3. If not, what are you doing to obtain a sustainable income?
4. Does your science centre have more than one income stream?
5. If so, please specify the sources.
6. How are you staying abreast with technical and organisational innovations and implementing them where possible?
7. What does your science centre need to maintain relevance in five years' time?
8. How are you planning to meet these needs?
9. Describe the key needs that would be difficult to address.

### 1.4 Regulatory environment

Describe the regulatory environment within which your science centre operates.

1. Specify legal, financial, ethical, environmental, and health and safety regulations and standards that are applicable to your science centre

Legal   Financial   Ethical   Environmental   Health and safety regulations

2. How do you ensure compliance with these regulations?
3. Specify policies, accreditation or registration requirements that your science centre has to comply with?
4. How do you ensure compliance with these policies, accreditation or registration requirements?

### 1.5 Corporate governance

Describe the practices you have in place in your science centre to ensure the integrity of your people and processes.

1. State how you ensure that the following bad practices do not occur:
  - a) Labour relations – Unfair labour practices
  - b) Legal - Failure to satisfy contractual obligations
  - c) Financial – Misappropriation of funds
  - d) Ethical - Failure to uphold the constitution of the country
  - e) Health and safety – Violation of health and safety requirements
  - f) Environmental laws – Violation of environmental laws
2. How do you ensure that data gathered and stored as required by management is accurate and stored properly for informed decision-making and quick access?
3. How do you ensure that accurate reporting commitments to stakeholders are always met?
4. Are the information communication technology platforms (e.g. Internet access, record-keeping software, backup) you use adequate to assist you in managing your data correctly?

#### 1.6 Risk

Describe the science centre's plans and procedures for reducing risk.

1. Do you have a risk register?
2. If so, how often do you review it?
3. List your top five risks.
4. What mitigating plans have you implemented and/or will you implement to deal with these risks?

#### 2. SERVICE OFFERING

The science centre offers its customers services and products that have measured impact, value and success.

##### 2.1. Basic Service Offering

List, describe and provide evidence of all exhibits, programmes, events and other relevant means within the context below.

2.1.1. STEMI Promotion

2.1.2. STEM Education Support

2.1.3. STEM Career Awareness

2.1.4. STEMI talent nurturing

2.2. Information about key service approaches

2.2.1. Exhibits

List and describe the exhibits used by your science centre, including themed exhibits and displays.

1. How many exhibits does your science centre have?
2. Provide the following information for each of them:
  - a. What is the name of the exhibit?
  - b. Provide a short description of the exhibit.
  - c. Is the exhibit interactive/hands-on?
  - d. Is the exhibit permanently placed or mobile?
  - e. Has this exhibit been used for any outreach projects?
  - f. What is the purpose of the exhibit?
  - g. Who is the target audience?
  - h. Does this exhibit require a facilitator?
  - i. What are the learning outcomes?
  - j. How do you market and promote this exhibit?
  - k. How do you measure the impact of this exhibit in terms of its popularity, success in conveying knowledge, etc.?
  - l. What is the cost of the exhibit?
  - m. Who sponsors the exhibit?
  - n. Has this exhibit ever been on loan?



- o. Are there documented building plans for this exhibit?
- p. Are these plans being made available to other science centres and/or training workshops?
- q. Are there any intellectual property rights associated with the building plans?
- r. What are your future plans to improve this exhibit?
- s. How do you ensure maintenance of this exhibit?
- t. How do you share your experience with this exhibit (problems and successes) with other science centres?

### 2.2.2 Teaching and learning programmes

List and describe the curriculum-support programmes that your science centre offers.

- 1. How many programmes does your science centre offer?
- 2. Provide the following information for each of them:
  - a. What is the name of the programme?
  - b. Provide a short description of the programme.
  - c. What is the purpose of this programme?
  - d. How many learners participate in this programme per annum?
  - e. What is the school level of the participants?
  - f. Is the programme available in house and/or through outreach?
  - g. What are the learning outcomes (prescribed and other)?
  - h. Who facilitates the programme (e.g. a permanent staff member, contracted educator, volunteer or an educator from a school)?
  - i. Was the programme conceptualised in consultation with educators?
  - j. Describe the learning materials used.
  - k. What facilities are being used?
  - l. What is the cost of the programme per learner?
  - m. Who sponsors this programme?
  - n. How does the programme serve the following groups?

- i. Educators.
- ii. Learners.
- iii. Permanent staff.
- iv. Interns and volunteers.
- v. Surrounding community.
- vi. General public.
- vii. Other stakeholders.
- o. How do you market and promote this programme?
- p. How do you measure the success of this programme?
- q. What are your future plans to improve this programme?
- r. How do you ensure sustainability of this programme?
- s. How do you share your experience with this programme (problems and successes) with other science centres?

### 2.2.3 Events

List and describe the events that your science centre has hosted in the last three years, including workshops, field trips, public talks, special days, open days, competitions and shows.

1. Provide the following information for each event in the past three years:
  - a. What is the name of the event?
  - b. When did the event take place?
  - c. How often does this event take place?
  - d. Provide a short description of the event.
  - e. What is the purpose of the event?
  - f. Who is the target audience?
  - g. Who sponsors this event?
  - h. What are the learning outcomes (prescribed and other)?
  - i. Who facilitates the event (e.g. a permanent staff member, contracted educator, volunteer or an educator from a school)?

- j. Specify and, where possible, provide examples of the learning materials distributed during this event.
- k. What facilities are being used?
- l. What has been the impact of this event on the following?
- i. Educators.
  - ii. Learners.
  - iii. Students
  - iv. Tourists
  - v. Industry
  - vi. Journalists
  - vii. Scientists and researchers
  - viii. Decision-makers.
  - ix. Permanent staff.
  - x. Interns and volunteers.
  - xi. Surrounding community.
  - xii. General public.
  - xiii. Other stakeholders.
- m. Is the event available in-house and/or through outreach?
- n. How do you market and promote this event?
- o. How do you measure the success of this event?
- p. What are your future plans to improve this event?
- q. How do you ensure the sustainability of this event?
- r. How do you share your experience with this event (problems and successes) with other science centres?

#### 2.4. Science communication

Describe how your science centre communicates science to its target audience and how you ensure the quality of this communication.

1. Which languages do you use to communicate with your visitors?
2. Are the facilitators at your centre skilled to communicate easily with your visitors?
3. Is your science centre equipped to communicate science to people with disabilities?
4. How do you assist facilitators to improve their science communication skills?
5. Where do you source the majority of the facilitators you use?
6. What other methods/media types do you use to communicate scientific knowledge and concepts to your audiences/visitors (e.g. posters, signage, interactive software etc.)?
7. What measures does your science centre have in place to evaluate the effectiveness of all communication to visitors?
8. What measures does your science centre have in place to ensure scientific accuracy of all communication to visitors?
9. How do you ensure that an engaging two-way communication between science communicators and visitors exists?

#### 2.5. Information communication technology?

1. Do you have ICT tools to enhance the promotion of STEMI?
2. Specify STEMI promotion areas in which your science centre currently uses ICT tools.
  - a. STEM education support
  - b. Popularization of science
  - c. STEM career awareness
  - d. STEMI talent nurturing
3. How do you ensure that the ICT tools are well-maintained, and are functioning properly?

#### 3. PEOPLE

The science centre manages all its key relationships in such a way to ensure efficiency, sustainability, service and impact.

Describe and provide evidence of how you recruit, manage and develop new staff, as well as how you involve and manage other stakeholders.

The questions below are intended to guide your response to demonstrate that you meet the criterion. They should be used as appropriate to your science centre, i.e. not all questions may be relevant and you may in some instances wish to add to the list.

### 3.1 Staff profile

Describe the composition of your staff, including all permanent and temporary staff, interns, volunteers, student assistants and contractors, as well as any others involved with your centre on a regular basis.

Provide input for each member of your staff and provide substantiating documentation where possible (Table):

1. Age.
2. Position in organization.
3. Gender.
4. Race
5. Home language
6. Science qualification(s) and area of specialisation
7. Other qualifications and areas of specialisation
8. Special training in science communication.
9. Years of service in science engagement.
10. Skills.
11. Career path.
12. Developmental gaps and/or opportunities.
13. Key factors that motivate the person to engage in accomplishing your mission.
14. Any special health and safety requirements (including disability) relevant to occupation.

### 3.2. Interns, volunteers and exchange programme participants

Describe how you manage, develop and apply the skills of interns and volunteers.

1. How many of the following have been active at your centre in the last year?
  - a. Interns
  - b. National Youth Service volunteers.
  - c. Independent volunteers.

- d. Volunteers from abroad.
- e. Exchange programme participants.
- f. Other, please specify.
2. How do you utilise them in your centre?
3. How do you train them?
4. How do you manage them?
5. What opportunities are there for them to help your centre innovate and change for the better?
6. What value do these interns and volunteers add to your centre?
7. How many interns and volunteers that your centre has previously hosted have obtained permanent employment at science centres?
8. How many interns and volunteers that your centre has previously hosted are still involved with science centres or related activities?

### 3.3. Specialists

Describe how you involve other science centres or appropriate specialists in your centre.

1. Do you employ or involve local people and/or foreigners in your science centre that could be regarded as leaders in their field of expertise (e.g. exhibit builders, event managers)?
2. If so, how have you managed to get them on board?
3. Do you share their input and/or expertise and/or availability with other science centres?

### 3.4. Staff recruitment

Describe your selection and employment process.

1. How do you find, recruit and place staff?
2. Briefly describe your staff retention strategy.
3. How do you ensure that they live values, culture, mission and vision of the science centre?

### 3.5 Succession planning

Describe how you plan for future needs in terms of staff.

1. Do you have a succession plan for each key staff member?
2. Are you investing in the development of the future leaders?
3. Is the succession policy of your science centre documented?

### 3.6 Performance management

Describe what performance management mechanisms you have in place to ensure efficiency and staff satisfaction.

1. How do you manage the performance of staff?
2. Do you have performance review sessions at least twice a year for every staff member?
3. Do you align staff performance output with purpose of the science centre?
4. Do you recognise good performance and reward it accordingly?
5. Do you have incentives in place for top performance and consequences for poor performance?
6. Do you align the organisation's performance outcomes with the mission and purpose of the science centre?

### 3.7 Organisational learning

Describe how your science centre as a whole learns.

1. Do you facilitate knowledge transfer between staff?
2. Do you facilitate skills training, mentoring and coaching for staff?
3. Do you ensure that organisational learning is continuous?
4. Is knowledge about how the centre operates shared?

### 3.8 Career and skills development

Describe how you develop your people.

1. Do your staff members have opportunities to participate in formal career and skills development programmes, e.g. conference attendance, exchange programmes, study visits, training courses, seminars and workshops?
2. How many of your staff members have participated in such developmental programmes in the past three years?

3. How do you stay informed about available programmes and opportunities?
4. How do you identify your staff member's learning and development needs?
5. Do you budget for these programmes?
6. How do you fund these programmes?
7. How do you keep track of which staff have participated in which programmes?
8. How do you raise awareness about and encourage participation in career and skills development programmes?

### 3.9 Stakeholder management

Describe how you manage your stakeholder relationships.

1. How do you follow-up and collect feedback regarding your service offering from each of the following?
  - a. Educators
  - b. Learners
  - c. Permanent staff
  - d. Interns and volunteers
  - e. Surrounding community
  - f. General public
  - g. Journalists
  - h. Students
  - i. Tourists
  - j. Industry
  - k. Scientists and researchers
  - l. Science interpreters
  - m. Decision makers
  - n. Partners
  - o. Sponsors.



- p. Other science centres
  - q. Governmental stakeholders
  - r. Practitioners' associations
  - s. Other stakeholders
2. How do you use the feedback gathered to improve your service offering?
  3. How do you wish to influence each of these stakeholders?
  4. How do you measure the change you have made on your stakeholders?
  5. How do you plan to ensure that the change you have made on each of these stakeholders is sustained?

#### 4. COMMUNICATION

The communication methods, channels and technology used by the science centre effectively promote its visibility and brand, its interaction with stakeholders and the quality of its service offering.

Comment on and provide evidence of the effectiveness of communication channels, marketing and corporate communication, science communication, information management, and information communication technology.

The questions below are intended to guide your response to demonstrate that you meet the criterion. They should be used as appropriate to your science centre, i.e. not all questions may be relevant and you may in some instances wish to add to the list.

##### 4.1 Communication channels

Describe how you use the communication channels that are available to you, such as email, text messaging, websites, social media (e.g. Facebook, Twitter and blogs), fax, print and face-to-face forums.

1. Which channels do you regularly use to communicate and manage relationships with the following?
  - a. Educators
  - b. Learners
  - c. Permanent staff
  - d. Interns and volunteers
  - e. Surrounding community

- f. General public
  - g. Students
  - h. Journalists
  - i. Industry
  - j. Decision-makers
  - k. Scientists and researchers
  - l. Tourists
  - m. Science interpreters
  - n. Partners
  - o. Sponsors.
  - p. Other science centres
  - q. Governmental stakeholders.
  - r. Practitioners' associations
2. Do these channels promote understandable, two-way communication and transparency?
  3. How often do you evaluate the effectiveness of these channels?

#### 4.2 Marketing and corporate communication

Describe how you promote your centre and service offering using marketing and branding initiatives.

1. What makes your science centre different from others?
2. To whom should you communicate your science centre's uniqueness?
3. To whom do you communicate your science centre's uniqueness?
4. Do you incorporate your uniqueness in your science centre's corporate identity, which includes all aspects of external communication such as your logo, mission statements and annual reports?
5. What other methods and/or approaches do you use to communicate your uniqueness?
6. Why are you using these channels specifically?
7. Are you aware of successful marketing strategies implemented by other science centres?

8. Do you use any of the following opportunities to market and/or promote your brand?
  - a. Community involvement or outreach projects.
  - b. Conferences.
  - c. Publications.
  - d. Media (e.g. Print, television)
  - e. Website
  - f. Other social media.
  - g. Public talks.
  - h. Other, specify.

#### 4.3 Information management

Describe how you manage the information that flows into and out of your science centre so that its quality is ensured and so that knowledge sharing takes place.

1. How often do you produce publications?
2. How and where do you distribute these?
3. How do you produce information in-house?
4. How do you collect information?
5. How and where do you store collected information?
6. How do you share information with your stakeholders?
7. How do you share information and knowledge with other science centres?
8. Do you keep up to date with industry trends and the most recent news and challenges that national and international science centres face?
9. Are you participating in creating a central knowledge base accessible by all science centres?
10. Is there enough opportunity to share your experiences and to learn from others?

#### 4.4 Information Communication Technology

Describe the state of your information communication technology in enhancing internal and external communication and information management in your centre.

1. Is your internet connectivity complementary to your operational communication needs?
2. If you have inadequate or no internet connectivity, indicate what you would use it for if it were provided?
3. Does every staff member have access to a computer?
4. How often are your ICT tools (including software) upgraded?
5. How often are the data on the administrative computers backed up?
5. QUALITY MANAGEMENT AND BENCHMARKING

The monitoring and evaluation system implemented ensures the quality of all products, the adherence of the centre to the management processes it has adopted, and the compliance of its facilities with health and safety, and disability regulations.

Describe how your science centre manages facilities and adherence to appropriate standards and benchmarks.

The questions below are intended to guide your response to demonstrate that you meet the criterion. They should be used as appropriate to your science centre, i.e not all questions may be relevant and you may in some instances wish to add to the list.

#### 5.1 Standards and evaluation

Describe what standards and evaluation mechanisms you have in place to ensure quality in your science centre.

1. What are the standards you set for your science centre in terms of improving and maintaining the quality of the following?
  - a. Your facility and premises.
  - b. Your staff (e.g. facilitators, volunteers, contractors).
  - c. Internal business processes (e.g. performance management).
  - d. Service offerings (e.g. exhibits, programmes and events).
2. How do you evaluate your science centre against these standards?
3. What is the outcome of the last evaluation you undertook?
4. Do you benchmark the outcome of these evaluations against other science centres and general best practice in the industry?

#### 5.2 Procurement or acquisition

Describe how you manage and maintain a cost-effective procurement or acquisition system.

1. How do you manage the procurement or acquisition of the following?
  - a. Facilities and premises.
  - b. Services.
  - c. Exhibits.
  - d. Equipment.
  - e. Materials (consumables and other).
2. How do you ensure cost-effectiveness?
3. Do you have an updated, accessible database of suppliers?

### 5.3 Asset management

Describe how you effectively manage all your assets.

1. Do you have updated, accessible lists of all assets?
2. How do you manage and maintain the following assets?
  - a. Facility and premises
  - b. Exhibits
  - c. Equipment
3. How do you ensure cost-effective maintenance?
4. Which items on your asset list are adequately insured?
5. What is your insurance situation for items that you borrow and lend?
6. If your insurance cover is not sufficient, why not?

### 5.4 Health, safety and environment

Describe the health, safety and environment situation in your science centre.

1. How do you ensure a safe and secure environment?
2. Which staff member is responsible for ensuring that your science centre complies with all the health, safety and environment regulations applicable?
3. Are all staff members trained in applicable health, safety and environment procedures?
4. How often do you assess your environment to ensure safety?

5. How often do you review your health, safety and environment procedures?
6. How accessible is your science centre to visitors with disability?

## REFERENCES

The following documents guided and informed the compilation of this document:

1. Department of Science and Technology. Youth into Science Strategy, 2006
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3. Department of Science and Technology. National Norms and Standards for a Network of Science Centres in South Africa, 2005
4. Baldrige National Quality Program. Criteria for Performance Excellence 2009 – 2010
5. Council on Higher Education. Criteria for Institutional Audits, 2004