



National Research Foundation

INVITATION TO BID (SBD 1)

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

BID NUMBER:	NRF SAASTA 09/2014-15	CLOSING DATE:	24 March 2015	CLOSING TIME	11:00
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BID DESCRIPTION

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AND PROGRAM THREE (3) INTERACTIVE DIGITAL MULTIMEDIA EXHIBITIONS FOR SAASTA SCIENCE ENGAGEMENT PROGRAMMES AND PROVIDE MAINTENANCE OVER A TWO (2) YEAR PERIOD

Bidders are required to fill in and sign the written offer form (SBD7 Contract Form – Part 1) at end of this Invitation.

Preferential Procurement System applicable (points for price : points for procurement preference): **80:20**

Briefing Session / Site Visit	Compulsory / Not Compulsory	Date and Time:	Not Applicable
		Location:	Not Applicable

EITHER PHYSICALLY OR BY COURIER

Physical:

Tender box situated at the gate of Didacta building, 211 Nana Sita Street (former Skinner Street), Pretoria.

Courier:

211 Nana Sita Street, Didacta Building, Pretoria, 0001.

ENVELOPE ADDRESSING:

Bid Number and Description

Bidder Details: -

Bidder Name

Postal Address,

Contact Name,

Telephone Number and email

The two envelope system applies – One envelope to contain proposal technical evaluation and second envelope to contain Bid Application and Pricing Schedule

address on the envelope
Service providers are required to submit separate envelopes for pricing and technical proposals.

Bidders are required to deliver Bids to the correct address timeously. If the Bid is delivered late to the NRF address, it will not be considered.

All Bids must be submitted on the official forms in this invitation (not to be re-typed) with additional information supplied on attached supporting schedules.

This Bid is subject to the preferential procurement policy framework act and its 2011 regulations, the general conditions of contract (NRF website) and special conditions of contract as stipulated in this invitation.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person:	Lindie Muller (Procedural)	
	Tel:	012 392 9327
	Email:	lindie@saasta.ac.za
Contact Person:	Nhlanhla Madide (Technical)	
	Tel:	012 392 9354
	Email:	nhlanhla@saasta.ac.za

NAME OF BIDDER

REPRESENTED BY

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER	CODE	NUMBER
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CELL PHONE NUMBER	CODE	NUMBER
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FACSIMILE NUMBER	CODE	NUMBER
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

COMPANY REGISTRATION NUMBER

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

TYPE OF COMPANY/FIRM [Tick applicable box]

Partnership/Joint Venture/Consortium	One person business/sole proprietor
Close Corporation	Company
(Pty) Limited	Other

COMPANY CLASSIFICATION [Tick applicable box]

Manufacturer	Supplier
Professional Service Provider	Other service providers e.g. transporter, etc.

Has an original and valid tax clearance certificate been submitted? Yes
 [Tick Applicable Box] No

Has a Preference Claim form claiming your Preference Points (SBD6.1) been submitted (a B-BBEE status level verification certificate must support preference points claimed) Yes
 [Tick Applicable Box] No

If Yes, who was the B-BBEE certificate issued by [Tick Applicable Box]
 An accounting officer as contemplated in the Close Corporation Act (CCA)
 A verification agency accredited by the South African Accreditation System (SANAS)
 A registered auditor

Are you the accredited representative in South Africa for the goods/services/works offered? If Yes, please enclose proof. Yes
 No

Is the Bid Pack split into "Technical" and "Awarding" sections? Yes
 No

Are certified copies of Certificate of Incorporation (as per entity type) enclosed? Yes
 No

1. Background to the National Research Foundation and SAASTA

The National Research Foundation (“NRF”) is a juristic person established in terms of Section 2 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, the provision of National Research Facilities and science outreach platforms and programs to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

2. Background to the South African Agency for Science and Technology Advancement

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

3. Scope/Summary of Supply

3.1.1. The objective of this bid is to appoint a qualified service provider to develop and program four (4) interactive digital multimedia exhibitions onto two (2) touchscreen displays for the SAASTA public engagement programmes.

The two (2) touch screen monitors will be procured, configured, delivered, and maintained by the appointed service provider.

3.1.2. Once the interactive digital multimedia exhibitions have been delivered, the appointed service provider will provide maintenance (of the content, and physical touch screen monitors) that will include upgrades as required by SAASTA for a stipulated period.

3.1.3. The contract which includes supply and maintenance will be for a period of 24 months effective from the date of appointment.

3.1.4. The invitation is for service providers that possess a combination of creativity, innovativeness, project management, and effective integration of Information and Communication Technologies (ICTs) to create effective expressions of science and media-rich experiences through interactive digital multimedia exhibitions.

3.1.5. Multimedia is to be used to package and express science and technology (applied science) topics and science advancement programmes in impactful ways to the public, and creating media-rich experiences during events and exhibitions.

3.1.6. The multimedia exhibitions will be used for science communication (relaying science topics and information to non-experts), profiling of SAASTA programmes to stakeholders and citizens across the country, and in outreach and awareness campaigns.

3.1.7. Multimedia content is to be hosted on mobile interactive (touch screen) professional display monitors that can be transported to various locations, taken to various science engagement events to reach target audiences, as well as be published on the web.

4. Specification

(Please attach your detailed response as a separate schedule to this bid invitation when returned)

4.1. Bidder Requirements

Bidders are required to utilise the two-envelope system for submission of bids. The details are as follows:

Envelope 1 (Technical) – One (1) Original and five (5) copies as follows –

Business Profile (as per point 4.1.1 to point 4.1.6)	
Project Portfolio (as per point 4.1.7)	
Proposal (as per point 4.1.8 to point 4.1.10)	

Envelope 2 (Pricing) – One Original

Completed Bid Pack (this document)	
Completed Pricing Schedule (Annexure A and Annexure B)	
Tax Clearance Certificate	
BBBEE Certificate (if applicable)	

Business Profile

- 4.1.1. Bidders are required to provide a profile of themselves for the evaluation of their capacity to supply the required services.
- 4.1.2. Bidders (Company) must be in business for at least three years.
- 4.1.3. Bidders must supply at least three written and verifiable references (as per point 8 – Evidence of Supply Capability).
- 4.1.4. Bidders must supply the qualifications and the experience of each team member proposed for assignment to this project.
- 4.1.5. Bidders must provide evidence that there will be an intermediary to gather detailed specification requirements from SAASTA and transfer this into the relevant technical requirements.
- 4.1.6. Bidders must have the necessary software tools, including but not limited to, industry standard desktop publishing software, video editing software, motion graphics, animation creation

software and have the necessary experience to create and program interactive multimedia presentations at a professional level.

Portfolio of Past Projects

4.1.7. Bidders must have previous experience in rendering at least five similar projects. The portfolio must contain at least five successfully completed projects of corporate standard including a brief description of how the projects were managed and whether it was completed by deadline and within budget. A portfolio of science related projects will be an added advantage.

Proposal

4.1.8. Bidders must supply a proposal showcasing their capabilities to deliver the work in these terms or reference. The proposal is recommended to have a production plan for concept design, presentation to SAASTA and setting of measurable acceptance criteria with project owners for each project.

4.1.9. The bidders proposal must include a proposed engagement work plan outlining time management for this particular project (e.g. testing, rewriting code to resolve problems or enhance multimedia content)

4.1.10. Bidders must supply a list of relevant software tools that will be used to develop the interactive digital multimedia exhibits. Proof that software is licenced will be required.

Presentation

4.1.11. Shortlisted bidders will be required to conduct a presentation to an appointed committee and be evaluated against the technical criteria.

4.1.12. The presentation must display an effective combination of creative and technical skills in designing graphics (artistry) and programming features logically to create a complete user experience

4.1.13. The presentation must showcase interactive components of the multimedia.

4.2. **Expected Deliverables**

4.2.1. The successful bidder will deliver the content for four interactive exhibits designed to specification as outlined in the detailed specifications.

4.2.2. The successful bidder will procure and deliver two (2) touch screen monitors, each touch screen monitor with its own display stand and travel case.

4.2.3. The successful bidder will preload the four interactive exhibits on two (2) touchscreen displays mounted on a stand as per the detailed specifications below. The two (2) touchscreen monitors and the first exhibit must be delivered within the first three (4) months of awarding. The remainder of the exhibits (content) must be rolled-out in 4 month phases. The touchscreens, stands, travel

cases, operating software and licenses and multimedia content will remain the property of NRF|SAASTA.

- 4.2.4. The successful bidder will enter into a maintenance contract, which will include the required modifications and upgrades, with SAASTA a stipulated period at the rates as quoted and accepted by both parties.
- 4.2.5. The successful bidder will be required to conduct needs analysis for SAASTA to ascertain what is required by SAASTA. The needs analysis with external stakeholders will be done by SAASTA and not the bidder.
- 4.2.6. SAASTA will provide the text, other resources and information on particular topic, and SAASTA objectives and expected targets. The successful bidder will be required to create concepts using multimedia using the tools, creativity, and experience.
- 4.2.7. The successful bidder will be required to generate creative ideas for the use of multimedia elements (i.e. text, graphics, digital photos, animations, video and 2D/3D (Dimensional) modelling.
- 4.2.8. The successful bidder will be required to design the appropriate graphics and layout information in a visually appealing and user-friendly manner with logical flow and interactive digital elements to the presentations.
- 4.2.9. The successful bidder will be required to synthesise the multimedia elements appropriately for the target audience groups and science engagement events.
- 4.2.10. The successful bidder will be required to install and configure the requisite (touchscreen) drivers and software to run interactive digital multimedia applications for each touchscreen.
- 4.2.11. The successful bidder will be expected to deal with any queries within 24 hours.
- 4.2.12. The successful bidder will be required to develop two (2) miniature concepts in the form of a mock-up or prototypes for each project before final development. Both concepts will be presented to SAASTA for selection. The selected and then revised concept must be approved by SAASTA.
- 4.2.13. The successful bidder will be required to deliver each project in four (4) months, with all three (3) exhibits being completed in a 12 month period. In example:

Month 1 to 4:	Content for Nanotechnology
Month 5 to 8:	Content for Hydrogen and Fuel Cell Technology
Month 9 to 12:	Content for STEMI Olympiads and Competitions

The payment schedule will be based on the completion and acceptance of each milestone/project. The acceptance criteria for each project will be mutually agreed upon and signed off during the concept design of each exhibit.

4.2.14. The successful bidder will be required to liaise with the ICT Coordinator in consultation with SAASTA Public Engagement Programme Coordinators, the SAASTA Science Editor and the SAASTA Corporate Editor.

4.2.15. All scientific content will be reviewed by science field experts and content specialists. This will be coordinated by SAASTA.

4.2.16. All content of the three (3) exhibits must be duplicated on each one of the touch screens.

The successful bidder will be required to provide NRF|SAASTA with an additional soft copy of the Multimedia content of the three (3) exhibits on compact discs for back-up on the SAASTA server. Included with the compact discs, the successful bidder will note the development software specifications.

4.3. **Detailed Specifications**

Interactive Exhibits

3.1.8. The four interactive digital multimedia exhibitions will showcase the following SAASTA public engagement programmes:

- Public Understanding of Nanotechnology (NPEP)
- Hydrogen and Fuel Cell Technology (HySA)
- Science, Technology, Engineering, Maths and Innovation Olympiads and Competitions (STEMI)

3.1.9. The content for the four required interactive digital multimedia exhibits will focus on the following:

Exhibit	Classification	Programme
Nanotechnology	Science & Technology	NPEP
Hydrogen and Fuel Cell Technology	Science & Technology	HySA
STEMI Competitions	SAASTA Programme	STEMI

3.1.10. Typical science engagement settings where the exhibitions will be displayed include:

Engagements:

- Science Festivals

- Science Fairs
- Dialogue Sessions
- Media Round Tables
- Conferences

Target Audience

- Science Community
- General Public
- School Learners
- School Educators
- Students (Studying Science, Engineering and Technology at tertiary level)
- Researchers (emerging and established)
- Government Officials

Note: Members of the stipulated target audience may not be well acquainted in using ICT's

3.1.11. The **PHYSICAL** interactive digital multimedia exhibits will consist of the following:

Touchscreen / Monitors

- 4.3.4.1. Procure/Purchase and configure two (2) 46 inch touchscreen professional displays (monitors) of an established brand (e.g. Samsung, Sony, Sansui etc.)
- 4.3.4.2. Each touchscreen display / monitor must have sufficient memory and processing speed to efficiently run the multimedia content.
- 4.3.4.3. Each touchscreen display/monitor must be able to display full colour images with a minimum resolution of 1280 x 1024 without pixelating.
- 4.3.4.4. Each touchscreen must utilise LCD or LED or better technology.
- 4.3.4.5. Each touchscreen display/monitor must be able to run high definition quality videos efficiently without any lag.
- 4.3.4.6. Each touchscreen/monitor must be installed and configured with the requisite drivers and software to run interactive digital multimedia applications.
- 4.3.4.7. Each touchscreen/monitor must be mounted on a stand. This should not be a permanent mounting as operators must be able to remove it if required.
- 4.3.4.8. The touchscreens will remain the property of NRF|SAASTA.

Stand

- 4.3.4.9. Two (2) durable display stands, constructed with quality material are required to mount the touchscreens.
- 4.3.4.10. Once mounted, the interactive area (touchscreen) must be at a height where an individual of average height (1.5m) can comfortably interact with the content.

Travel Case

- 4.3.4.11. Two (2) travel cases, constructed of quality material are required for the transport of the

touchscreens and stands.

4.3.4.12. The travel cases must appropriately protect the contents during transport and prevent any damage.

Warranty and After Sales service

4.3.4.13. Minimum 2 year warranty on equipment and after sales service

3.1.12. The **CONTENT** of the interactive digital multimedia exhibits will consist of the following:

Nanotechnology and Hydrogen and Fuel Cells (2 Individual Exhibits)

4.3.5.1. The Nanotechnology and Hydrogen and Fuel Cells Technology exhibits are to mainly communicate science and disseminate science concepts and facts using multimedia. The composition of the exhibits must follow this structure:

No	Component	Composition %
1	Science Concepts	80%
2	Centres of Research / Timelines	10%
3	Fun, Multiple Choice Questionnaire	5%
4	SAASTA Programme(s)	5%

4.3.5.2. These exhibits must respectively showcase the underlying science or technology's defining concepts, its benefits, its uses, and its dangers associated with the science.

4.3.5.3. The exhibits must cover the following topics:

Nanotechnology	Hydrogen & Fuel Cell Technology
<ol style="list-style-type: none"> 1. Nanoscience <ol style="list-style-type: none"> a. Characterising Nanomaterials incorporating Crystallography 2. Nanotechnologies 3. The Nanoscale 4. Applications of Nanotechnology 5. Nano materials <ol style="list-style-type: none"> a. Carbon Nanotubes b. Nanoparticles c. Nano Composites 6. Safety issues 7. National Policy on Nanotechnology 8. Infrastructure for Nanotechnology research 	<ol style="list-style-type: none"> 1. Renewable energy 2. Fuel Cells 3. Hydrogen dangers 4. Hydrogen fuelled vehicles 5. Hydrogen extraction 6. Hydrogen storage 7. Hydrogen and Fuel Cell products 8. Platinum catalysts, components and systems

4.3.5.4. The Nanotechnology and Hydrogen and Fuel Cell Technology exhibits are to direct users to the Centres of Research in the country. See brief below:

	Programme	Digital multimedia project brief	Components
	Nanotechnology Public Engagement Platform (NPEP)	<p>The NPEP will expand the current multimedia that showcase the Nanotechnology Centres of Excellence across the National System of Innovation in an interactive South African Map. The multimedia will now include profiling and showcasing of Nanotechnology Innovation Centers (i.e CSIR, Mintek) and their research focus areas.</p> <p>This will also profile science centres where nanotechnology exhibits are hosted, as well as research institutions such universities, industries (Sasol) where Nanoscience & Nanotechnology is or has been included as one of their research focus.</p>	<ol style="list-style-type: none"> 1. Screensaver 2. Dashboard 3. 30 Pages (of text, videos, audio, images, and animations)
	Hydrogen and Fuel Cell Technology (HySA)	<p>Interactive and informative profile map of Hydrogen South Africa (HySA) centres of competence and their research focus areas. HySA Systems, HySA Catalysis, HySA infrastructure.</p> <p>This will also profile science centres where Hydrogen and Fuel Cell Technologies (HFCT) exhibits are hosted</p>	<ol style="list-style-type: none"> 1. Screensaver 2. Dashboard 3. 15 Pages (of text, videos, audio, images, and animations)

STEMI Olympiads and Competitions (1 Individual Exhibit)

4.3.5.5. The SAASTA Science, Technology, Engineering, Mathematics and Innovations (STEMI) Olympiads and Competitions exhibit will showcase the competitions that are facilitated by SAASTA including a calendar and instructions how to participate. (This information will be available in the STEMI booklet currently in development – available from SAASTA). The composition of the exhibit must follow this structure:

No	Component	Composition %
1	STEMI Competitions Details (how to enter; rules and contact info)	60%
2	Calendar of Events	20%
3	Participation opportunities	10%

4	Awards	10%
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4.3.5.6. The STEMI Olympiads/Competitions exhibit is to direct users to the following:

	<u>Programme</u>	<u>Digital multimedia project brief</u>	<u>Components</u>
1.	STEMI Olympiads and Competitions	Converting an existing STEMI Competitions booklet (PDF) into interactive digital multimedia	1. Screensaver 2. Dashboard 3. 30 Pages

General Requirements for Content

4.3.5.7. Two Modes are required for the content. The details are as follows:

The first (1st) mode must run in a continuous loop (screensaver style) when no one is interacting with the touch screen, and prompt the user to “touch” the screen to activate the interactive mode.

The second (2nd) mode must be activated when the user touches the screen. The second mode must be an interactive presentation of the multimedia.

4.3.5.8. Appropriate technology (linking a database to the interface) must be incorporated to capture information from the touch screens (i.e. email registrations, analytics, survey info, etc.) to be used for business intelligence and audience analysis.

4.3.5.9. Programme the collection of basic demographics from people that interact with the presentations. The basic demographic information required is age, gender, region where residing, contact number and email address.

4.3.5.10. Each exhibit must be menu based. Users interested in only certain aspects of the exhibit must be able to gain access directly from the menu or dashboard.

4.3.5.11. Each exhibit must have a means to establish the current users’ knowledge, skills and behaviour before and after using the exhibit. For this a brief multiple choice questionnaire is suggested. All users that interact with the exhibit should be encouraged and prompted to participate in the questionnaire.

4.3.5.12. The exhibit must include brief (1 paragraph) background information of the SAASTA

programme along with SAASTA's mandate on one of the pages.

4.3.5.13. The primary target audience for each exhibit is the general public who are not experts. English is also not necessarily the first language of the user, so simplicity is key.

4.3.5.14. After each project, an assessment will be carried out on the impact and effectiveness of each campaign. The service provider will be engaged around the exhibits or certain elements of it, in order to improve their quality, as well as to continuously improve engagement with stakeholders and the general public.

4.3.5.15. The information for the multimedia content will be provided by SAASTA. Furthermore, SAASTA will provide concept notes, prepare background information, some of the raw footage, and other scientific content that can be used.

4.3.5.16. The four interactive exhibits will be preloaded and duplicated on two (2) touchscreen displays.

4.3.5.17. The touchscreens, stands, travel cases, operating software and licenses and multimedia content will remain the property of NRF|SAASTA.

4.3.5.18. The multimedia content will be backed-up and stored on a SAASTA server.

5. Services and corresponding performance levels

5.1. The successful bidders will work in collaboration with the SAASTA ICT Coordinator, Science Communication Unit, Science Editor and Corporate Editor.

5.2. The service providers will be expected to deal with any queries within 24 hours.

5.3. Penalties for non-delivery will apply as per the Treasury General Conditions and Contract.

6. Local Content Requirements for Designated and Non-Designated Sectors

No local content has been specified for the products/services supplied in this contract other than the contracted suppliers being required to be based locally in South Africa.

7. Evidence of Supply Capacity (Technical Merit)

Bidders are required to provide the following for evaluation of their capacity to supply the required equipment and resources (refer to point 4.1 – Bidder Requirements)

7.1. Business profile

7.2. Portfolio of past projects

7.3. Proposal for the project as outlined in the detailed specifications

8. Evidence of Supply Capability (Technical Merit)

Bidders are required to provide a profile of their companies/organisations as well as **three** (3) written and verifiable references from previous clients in which the clients declare the following:

<u>Criteria</u>	<u>Poor</u>	<u>Good</u>	<u>Above Expectations</u>
Professionalism			
Interpersonal skills			
Turn around/completion times			
Satisfaction with the work done.			
Was the project completed within budget?			
Overall Impression (i.e. would use again)			

9. Selection and Awarding of Contract

This Bid is evaluated through a two-stage process.

9.1. Stage 1 – Selection of Qualified Bidders

The Bidders' Bid response/submission is evaluated against the Bid invitation specifications.

Evaluation is made in accordance to published evaluation criteria and the scoring set.

9.2. Stage 2 – Presentation

Bidders that qualify from Stage 1 will be invited to make presentations to SAASTA to showcase the quality of digital multimedia exhibits. Exhibits will be evaluated according to the evaluation criteria and threshold in section 11.,

9.3. Stage 3 – Awarding of the Contract

Bidders are compared on a fair and equal basis taking into account all aspects of the proposals.

The award criteria are:

Price - with the lowest priced Bid on an equal and fair comparison basis receiving the highest price score as set out in the 2011 Preference Regulations.

Preference - preference points as claimed in the preference claim form are added to the price ranking scores and the highest combined score is nominated for the contract award.

Administration - Contracts are awarded where Bidders have supplied the relevant administrative documentation, especially the Tax Certificate.

10. Qualifying Thresholds for Selection (Stage 1) Evaluation

Bids will NOT be considered for the next stage evaluation where:

1. The bid scores a "NO GO" on the mandatory requirements (i.e. do not meet the set criteria)
2. A bids' line item score is less than the minimum threshold as indicated in the selection criteria
3. The bids' average scoring is less than the minimum threshold of 60%

All proposals are evaluated against the criteria set out in the "selection criteria" using the ratings set out below:

0	100
Insufficient Information	Meets threshold
If the bidder scores below the minimum threshold per criteria, it will be scored as a 0 and no further evaluation will be conducted.	The bidder is required to score equal to or above the minimum threshold per criteria to continue in the evaluation process.

11. Selection on Specifications and Capabilities and Capacities

Evaluation scoring for all criteria other than "GO/NO GO" are scored on the following basis:

0	1	2	3	4
No Information to make assessment	Poor	Average	Meets Requirements	Exceeds Requirements

Total Evaluation Score := [Score x weighting x No. of Evaluators]/[Maximum Score x 100 x No. of Evaluators]

As required by legislation the proposals submitted in response to the call for proposals follows the following process:

- 14.1. A Terms of Reference (ToR) is developed and approved for advertising which constitutes this document, i.e. the invitation to bid. Following the closure of the bid, all proposals are evaluated against the ToR as outlined in this document.
- 14.2. The set of criteria below is the first stage of qualifying criteria

SELECTION CRITERIA			
NO.	ELEMENT (Mandatory Requirements)	WEIGHTING	MINIMUM THRESHOLD
1	Bidder has been in business for than three (3) years (in development of multimedia content)	GO/NO GO	
2	Bidder must have successfully completed a minimum of three (3) similar projects (as listed in this document) for a corporate organisation or public engagement programme.	GO/NO GO	

	<i>(Scoring will be based on information garnered from valid, contactable references provided by Bidder)</i>		
3	Bidder must provide proof that the Content Development Software is licenced to the bidder		GO/NO GO
4	The proposed touch screen displays / monitors are of a trusted brand (i.e. Samsung, Sony, Sansui, NEC, Mecer, Hewlett Packard, Dell)		GO/NO GO
	Technical		
NO.	ELEMENT	WEIGHTING	MINIMUM THRESHOLD
5	Experience in packaging / expressing scientific content through multimedia <i>(i.e. Has scientific content been packaged by the service provider previously)</i>	20	0%
6	Integration of a database to the interactive interface of the multimedia application for information to be stored, retrieved and processed <i>(Scoring will be based on the type of technology is utilised and if the data is easily retrievable by administrators)</i>	10	60%
7	Comprehensiveness of production plan for concept design, presentation to SAASTA and setting of measurable acceptance criteria with project owners	15	50%
8	Capability to conduct in-depth needs analysis and manage projects to successful completion within time and budget <i>(i.e. is there a dedicated intermediary between the client and service provider and how much time is committed to managing projects?)</i>	10	75%
9	Comprehensiveness of engagement work plan for testing, rewriting code to resolve problems or enhance multimedia content <i>(Scoring will be based on the proposal in terms of turn-around time, resource allocation, quality assurance, proposed value added items)</i>	5	60%
	Presentation (for shortlisted bidders)		
10	Creativity Has the bidder displayed an effective combination of creative and technical skills in designing graphics (artistry) and programming features logically to create a complete user experience	15	75%
11	Effective expression of scientific content through multimedia	15	60%
12	Innovation: Has the bidder kept current with emerging technologies in order to deliver up-to-date solutions	5	45%
13	Intuitiveness of interactive components of the multimedia (i.e. can anyone easily see that they can interact with the exhibit)	5	75%
	OUT OF 100:	100	60%

12. Contract Management

The award of this contract to the selected supply provider establishes the contract between the NRF and the appointed supply provider.

The contract is inclusive of potential downstream work as specified in this document where the nature and quantity of supplies/services are not determinable at the commencement of this contract and variable delivered quantity where the exact supplies are specified at the commencement of this contract except for quantities and date of delivery.

Such potential downstream supplies/services follows the process of a detailed quotation of the supply required, evaluation of the supply quotation received and, where necessary, request either further detail or negotiate upon value of supply quoted and the issue of an official Purchase Order for the agreed supply prior to the commencement of such supply.

Variable delivered supply follows the process of issuing a detailed official Purchase Order specifying the exact description including catalogue numbers and unit pricing as in this contract as well as the quantity, date of the required delivery and location of the delivery. Variable delivered supply generates a stream of "call off" instructions as and when the NRF requires the contracted supplies.

13. Contract Period

The contract will commence with immediate effect upon the signing of the Acceptance of Written Offer and will continue for a total of 24 months.

14. Supply Delivery Validation

The certificate and the related report of delivery/installation/progress milestone/commissioning will be validated by a NRF representative prior to payment of final invoices.

15. Payment Intervals

The NRF undertakes to pay **delivery validated** invoices in full within thirty (30) days from the monthly statement date or upon agreed payment intervals as accepted in this contract.

No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment. The NRF does not accept pre-dating of invoices.

**16. Pricing Schedule for the Duration of the Contract
(Standard Bidding Document 3.1 and 3.3)**

NOTE Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.

Detailed information is optional and is provided as annexures to the details provided below.

Bid price in South African currency, foreign exchange risk is for the account of the Bidder.

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

OFFER TO BE VALID FOR 150 days FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

ITEM NO	QUANTITY (unit of measure)	DESCRIPTION OF SUPPLIES	RATE/UNIT PRICE (per unit of measure)	BID/QUOTE PRICE
		Grand Totals as per Annexure A:		
1	2	Touchscreens (Including Hardware, Software, Stand, Travel Case)		
2	1	Multimedia Exhibit – Nanotechnology		
3	1	Multimedia Exhibit – Hydrogen & Fuel Cells		
4	1	Multimedia Exhibit – STEMI Olympiads		

TOTAL

B-BBEE STATUS LEVEL OF CONTRIBUTION
(Per SBD 6.1 below)

Level

Preference Points Claimed

Are detailed price schedules attached?

Yes No

Does the offer comply with the specification(s)?

Yes No

If the offer does not comply to specification, indicate deviation(s) in a separate attached schedule.

17. PREFERENCE POINTS CLAIM FORM (STANDARD BIDDING DOCUMENT 6.1)

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

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

B-BBEE Status Level of Contribution: _____ = _____ (maximum of 10 or 20 points)

(Points claimed must be in accordance with the table reflected above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? Yes No

If Yes, indicate:

- (i) What percentage of the contract will be subcontracted? _____ %
- (ii) The name of the sub-contractor? _____
- (iii) The B-BBEE status level of the sub-contractor? _____
- (iv) Whether the sub-contractor is an EME? Yes No

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form.
- iii. 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 of the purchaser that the claims are correct;
- iv. 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 –
 - a) Disqualify the Bidder from the bidding process;
 - b) Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct;
 - c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) 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
- v. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- vi. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

18. The NRF's Conditions of Contract

a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract, as issued by National Treasury, are part of this contractual agreement and are made available on the NRF Website (www.nrf.ac.za. Click on "Bids" and select "Call for Bids").

The Conditions of Contract stipulated in this Bid invitation form part of the Conditions of Contract applying to this document.

b) BID RESPONSE PREPARATION COSTS

The NRF is **NOT** liable for any costs incurred by a bidder in the process of responding to this Bid, including on-site presentations and the proposal a service provider may make and/or submit.

c) CANCELLATION PRIOR TO AWARDING

The NRF has the right to withdraw and cancel the Bid.

d) LATE BIDS

Bids submitted after the stipulated closing date (and time) is not considered.

e) COLLUSION, FRAUD AND CORRUPTION

Any effort by Bidder/s to influence Bid evaluation, Bid comparisons or Bid award decisions in any manner may result in the rejection of the Bid concerned.

f) CONFIDENTIALITY

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

g) VALIDITY PERIOD

The Bid has a validity period of 150 days from date of closure of the Bid.

h) VALIDATION OF SUBMITTED DOCUMENTATION

The NRF has the right to have any documentation submitted by the Bidders inspected by another technical body or organisation.

i) PRESENTATIONS AND PROOF OF CONCEPT

The NRF has the right to call interviews/presentations/pitching sessions as well as proof of concept sessions with short-listed service providers before the final selection is done.

j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

All the information contained in this document is intended solely for the purposes of assisting Bidders to prepare their Bids. Any use of the information contained herein for other purpose than those stated in this document is prohibited.

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

k) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

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.

19. SUPPLIER DUE DILIGENCE

19.1 DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

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

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

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder², member):

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

Tax Reference Number:

VAT Registration Number:

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

Schedule attached with the above details for all directors/members/shareholders Yes No

Are you or any person connected with the Bidder presently Yes No

employed by the state? If so, furnish the following particulars in an attached schedule:

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? 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

Yes No

(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? If so, furnish particulars as an attached schedule:

Yes No

Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule.

Yes No

Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule:

Yes No

Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule:

Yes No

19.2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(STANDARD BIDDING DOCUMENT 8)

Item	Question	Yes	No
	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
	The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	<input type="checkbox"/>	<input type="checkbox"/>
	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 on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	Yes	No

19.3 CERTIFICATE OF INDEPENDENT BID DETERMINATION (STANDARD BIDDING DOCUMENT 9)

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 consortium³ will not be construed as collusive bidding.

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

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

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

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

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their

expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

20. CONTRACT FORM - PURCHASE OF GOODS/WORKS/SERVICES (STANDARD BIDDING DOCUMENT 7)

21. PART 1 – WRITTEN OFFER (To Be Filled In By the Bidder)

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **NATIONAL RESEARCH FOUNDATION** in accordance with the requirements and specifications stipulated in this Bid document at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of Bid.

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

Invitation to Bid (SBD1)	Technical Specification(s);
Bidder's responses to technical specifications, capability requirements and capacity as attached to this document	
Pricing Schedule(s) (SBD3);	Tax Clearance Certificate
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1);	
Declaration of Interest (SBD4);	Declaration of Bidder's past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)	General Conditions of Contract
Completed Pricing Breakdown (Annexure A)	Rate for Downstream Work (Annexure B)

I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

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

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, SBD8, SBD9) is correct and I accept that the state including 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 contract.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____

22. PART 2 – ACCEPTANCE OF WRITTEN OFFER

The National Research Foundation acceptance of this written offer is authorised by a duly delegated official of the NRF and is communicated through either a written Letter of Award or, dependent on the complexity, a written purchase order and such proof of authority is available upon request.

ANNEXURE A – SUPPLY QUOTATION

Please note the following:

- 1 The pricing below is fixed and is calculated from conception to delivery of four complete functional interactive multimedia exhibits on two touchscreen displays as per the specifications outlined in this document under the detailed specifications. (This will include the required two mock-up designs per exhibit)
- 2 The price stipulated below is to include all relevant costs including Value Added Tax (VAT)

Description of Products / Services	Quantity	Unit Cost	Total Cost
TOUCHSCREENS			
Hardware			
46" Touchscreen Display/Monitor	2	R	R
- Specify Band:			
Accessories			
Stands / Mount for Touchscreen	2	R	R
Travel Case	2	R	R
Software			
Operating Software (including licence)	2	R	R
Services			
Programming of Touchscreens	2	R	R
2 year warranty on touch screen and equipment	2	R	R
2 Year After Sales service	2	R	R
Sub-Total:			R
INTERACTIVE MULTIMEDIA CONTENT			
Nanotechnology Interactive Exhibit			
Layout and design of Content (pages)	30	R	R
Layout and design of Dashboard	1	R	R
Layout and design of Screensaver	1	R	R
Creating and Linking an information gathering database to the interface on two touchscreens	1	R	R
Hydrogen & Fuel Cells Interactive Exhibit			
Layout and design of Content (pages)	15	R	R
Layout and design of Dashboard	1	R	R
Layout and design of Screensaver	1	R	R
Creating and Linking an information gathering database to the interface on two	1	R	R

touchscreens			
Biotechnology Interactive Exhibit			
Layout and design of Content (pages)	15	R	R
Scroll Page with Date Line (access to other pages from scroll page)	1	R	R
Layout and design of Dashboard	1	R	R
Layout and design of Screensaver	1	R	R
Creating and Linking an information gathering database to the interface on two touchscreens	1	R	R
STEMI Olympiads and Competitions			
Layout and design of Content (pages)	30	R	R
Layout and design of Dashboard	1	R	R
Layout and design of Screensaver	1	R	R
Creating and Linking an information gathering database to the interface on two touchscreens	1	R	R
General			
Programming of 4 Interactive Exhibits on Touchscreens	2	R	R
Other Costs (Please specify)			
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
		R	R
Sub-Total			R
Grand Total of Complete Project from Conception to Delivery as per Specifications:			R

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____

ANNEXURE B – MAINTENANCE AND DOWNSTREAM WORK QUOTATION

Please note the following:

- 1 The pricing below is required for possible downstream work required during the maintenance period and is required on a set rate basis for no longer than 24 months from date of appointment.
- 2 Annexure A is indicative of the contract value whereas Annexure B is indicative of fixed rate should any upgrades or modifications to existing pages be required or should a new page from conception be required.
- 3 The price stipulated below is to include all relevant costs including Value Added Tax (VAT)

Description of Products / Services	Rate
Upgrades or Modifications to existing Interactive Multimedia Content Pages (Rate per Page)	R
Conceptualizing, Layout , Design and Programming of additional Interactive Multimedia Content Pages (Rate per Page)	R

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____