



**National
Research
Foundation**

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

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

BID NUMBER	NRF/RISA B&M/001/2017
CLOSING DATE AND TIME	24 MARCH 2017 at 11h00am (South African time)

BID DESCRIPTION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES FOR A PERIOD OF FIVE YEARS AT THE NATIONAL RESEARCH FOUNDATION PREMISES IN PRETORIA

Bidders must sign the signature page of the form SBD1 validating all documents included in 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:	90:10
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Compulsory Briefing Session/ Site Meeting	Date and Time	07 March 2017 at 10h00am
	Location	National Research Foundation, Opposite CSIR South Gate, Meiring Naude Road, Brummeria, Pretoria
	Contact Person	Petie Roos at 012 – 481 4217
	Note :	No bid documents will be made available at the site meeting.

Validity Period From Date Of Closure Of The Bid:	150 days
<p>BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT: (Refer to the section “Sets of Bid Documents Required” for further clarification)</p>	
PHYSICAL ADDRESS	<p>NATIONAL RESEARCH FOUNDATION OPPOSITE CSIR SOUTH GATE MEIRING NAUDE ROAD BRUMMERIA PRETORIA, 0184</p>
<p>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.</p>	
<p>Bidders must submit their bid response on the official bid invitation forms (not to be re-typed) with additional information provided on attached supporting schedules.</p> <p>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.</p> <p>Non-submission of the Mandatory Documents (M) will lead to disqualification of the bidder.</p>	
<p>THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011.</p>	
<p>THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.</p>	
<p>The NRF deems the bidder has read and accepted these conditions of contract.</p>	
<p>REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):</p>	
<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 (www.csd.gov.za) 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 csd.support@treasury.gov.za</p>	

SETS OF BID DOCUMENTS REQUIRED:

Number of ORIGINAL sets for contract signing	1
Number of EVALUATION sets (COPIES):	5
<p>Bidders must submit the bid in hard copy format (paper document) to the NRF. The hard 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>	
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>	
<h3>ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING</h3>	
<p align="center">TECHNICAL ENQUIRIES</p>	<p align="center">SUPPLY CHAIN MANAGEMENT ENQUIRIES</p>
<p>Name: Petie Roos</p> <p>Tel: 012 – 481 4217</p> <p>Email: petie@nrf.ac.za</p>	<p>Name: Mr. Thozamile Jonas</p> <p>Tel : 012 481 4117</p> <p>Email: ezekiel.jonas@nrf.ac.za or risa-scm@nrf.ac.za</p>

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RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR

EVALUATION: (GO/NO GO or COMPLIANCE CHECKLIST) (M = MANDATORY)

No.	TECHNICAL EVALUATION DOCUMENTS	Envelope 1		
		M	YES	NO
1.	Procurement invitation fully completed, signed and accepted without counter conditions.	M	YES	NO
2.	Company profile indicating years of experience in the industry that supports the bidders' capability and capacity to undertake a contract of this nature and size.	M	YES	NO
3.	Comprehensive track record of similar work completed. A list reflecting the contact person and his/her position, contact details, description of the project undertaken and budget thereof.	M	YES	NO
4.	Registration as employer with the Compensation Fund and Unemployment Insurance Fund.	M	YES	NO
5.	Registration with the National Contract Cleaners Association (NCCA) or any recognised association which is related to the cleaning industry in South Africa.	M	YES	NO
6.	Registration as employer with the Compensation Fund and Unemployment Insurance Fund.	M	YES	NO
7.	Three (3) written reference letters, not older than three (3) months from date of bid closure, from its customers/clients – a specimen of the required reference letter is attached as Annexure "A". All the reference letters must be dated, signed and on a company letter head or stamped.	M	YES	NO
8.	Proof of Registration on the Government's Central Supplier Database (CSD).	M	YES	NO
9.	Operational/ work schedule and the Implementation Plan indicating how they are going to meet the NRF's requirements.	M	YES	NO
10.	A site organogram for this project which must reflect the structure of the human resources to be involved in this project.	M	YES	NO
11.	A Chemical Chart of products to be used in cleaning by the bidder must be provided.	M	YES	NO
12.	The CV's or a document showing the level of experience and qualification of senior staff members who will be involved with the daily running of this contract, i.e. Supervisor/s, Safety Officer and Site Manager.	M	YES	NO
13.	Confirmation of minimum hourly rates payment for the employees and provide a declaration to abide by the minimum wage requirement.	M	YES	NO
14.	The bidder must provide a list of equipment to be used in executing the contract as per the minimum indicated on page 23 Table 1D.	M	YES	NO
	FINANCIAL EVALUATION DOCUMENTS		Envelope 2	
15.	Pricing in the SBD 3.2 format (page 27 to 29) format and Detail price sheets and supporting documents	M	YES	NO
16.	An original and valid B-BBEE certificate or a Sworn Affidavit		YES	NO

1. THE BIDDING PROCESS

Stage 1 – Compliance to Requirements including Mandatory as these are GO/NO GO gates

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. **The NRF evaluates only procurement responses that are 100% acceptable in terms of the Mandatory Returnable Document and bidders not compliant with this list will be disqualified 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 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 of the evaluation process.

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.

1.1 Bid Procedure Conditions:

1.1.1 Counter Conditions

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

1.1.2. 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.

1.1.3. 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.

1.1.4. 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.

1.1.5. 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.

1.1.6. Confidentiality

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

1.1.7. Sub-contracting Direct

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

1.1.8. 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.

2.	EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES		
2.1	STAGE 1 – COMPLIANCE TO REQUIREMENTS INCLUDING MANDATORY RETURNABLE DOCUMENTS (GO/NO GO GATES)		
2.1.1	A bidder must score a “GO” on all the mandatory returnable documents as outlined on page 5 of 59 in order to be further evaluated.		
2.2	STAGE 2 - CRITERIA FOR EVALUATING BIDDERS RESPONSES TO THE SPECIFICATIONS AND QUALITY REQUIRED		
	Evaluation Criteria (Total of 100 points)		Maximum points to be earned
2.2.1.	Company profile.		10
	2.2.1.1	A comprehensive company profile indicating more than five (5) years of experience in the industry that supports the bidders' capability and capacity to undertake a contract of this nature and size.	6 points
	2.2.1.2	A site organogram for this project which must reflect the structure of the human resources to be involved in this project.	Additional 4
2.2.2.	Track Record		16
	2.2.2.1	Comprehensive track record showing projects completed which are similar to the NRF's project/work with at least three projects of a value more than R5m over a period of five years.	8 points
	2.2.2.2	Projects listed similar to the NRF's project but none above R5m over a period of five years.	2 points
	2.2.2.3	Projects listed similar to the NRF's project but less than three of them are above R5m over a period of five years.	3 points
	2.2.2.4	Projects listed similar to the NRF's project with values more than R10m over a period of five years.	Additional 2
2.2.3.	Site Manager and Supervisor		4
	2.2.3.1	Full time site manager with relevant experience and qualification	4 points
	2.2.3.2.	Full time site manager with limited experience & qualification the cleaning industry	1 point
	2.2.3.4	Cleaner but also applied as a full time site manager	1 point
2.2.4.	Equipment, machinery and consumables		10
	2.2.4.1	Equipment and consumables to be used meets the standard as per paragraph 9D.	10 points
	2.2.4.2	Bidder indicated what equipment is to be used for the rendering of the service and does not meet the required standard	2 points
2.2.5.	Work Plan and Schedule		15
	2.2.5.1	Work plan submitted addresses the minimum required and is feasible	15 points

	2.2.5.2	Work plan submitted not addressing some of the minimum required	5 points	
	2.2.5.3.	Work plan is not feasible	1 point	
2.2.6.	Experience in the industry			10
	2.2.6.1	0 – 1 year	1 point	
	2.2.6.2	2 – 3 years	4 points	
	2.2.6.3	4 – 5 years	6 points	
	2.2.6.4	5 – 10 years	8 points	
	2.2.6.5	More than 10 years	10 points	
2.2.7.	References			20
	2.2.7.1	Three (3) or more excellent written reference letters from previous or present customers/clients submitted which is not older than 3 months.	20 points	
	2.2.7.2	Three (3) good written reference letters from previous or present customers/clients submitted which is not older than 3 months.	15 points	
	2.2.7.3	Three (3) average written reference letters from previous or present customers/clients submitted	5 points	
	2.2.7.4	Three (3) written reference letters from previous or present customers/clients submitted but shows a below standard performance.	2 points	
2.2.8.	Wages as per section 9D paragraph D14. (Either 2.2.8.1 or 2.2.8.2 and 2.2.8.3)			6
	2.2.8.1	The bidder indicated wages above the minimum as per the contract cleaning bargaining council latest rates.	6 points	
	2.2.8.2	Only minimum wages as per the contract cleaning bargaining council latest rates	5 points	
	2.2.8.3	The bidder includes other benefits.	1 point	
2.2.9.	Material or consumables as per the Chemical Chart provided			9
	2.2.9.2	Quality and quantities offered <u>within</u> the minimum requirements	8 points	
	2.2.9.3	Quality and quantities offered <u>more</u> than the minimum required.	Additional 1 point	
	Total			100
3.	THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION STAGE 3			
	<p>NB: To be able to render a proper service in accordance with the task descriptions it will be expected of a bidder to score a combination of at least 70 points from all the categories in order to qualify for further consideration.</p> <p>Bidders scoring less than the threshold of 70% are marked as failed and are not eligible to be considered in Stage 3 of evaluation, which is Price and B-BBEE status level of contribution</p>			

4.	THE BIDDER FURNISHES THE FOLLOWING PARTICULARS AS THE LEAD PAGE OF THEIR BID RESPONSE	
	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				Private Company [(Pty) Ltd.]											
Close Corporation				Public Company (Ltd.)											
One person business/sole proprietor				Other											
COMPANY CLASSIFICATION [Tick applicable box]															
Manufacturer:				Supplier:											
Professional Service Provider:				Construction:											
Research and Innovation:				Logistics:											
Other: <i>(Please specify)</i>															
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 Tax Status indicate compliant or green tax status? <i>[Circle the applicable answer]</i>										YES / NO / NA					
SUPPLIER IS ON THE NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE:															
Supplier Number		MAA		Unique Registration Reference Number (36 digit)											
PREFERENCE POINTS CLAIM <i>[Circle the applicable answer]</i>															
Preference points claim form been submitted for your preference points? (SBD 6.1)										YES / NO / NA					
A B-BBEE status level verification certificate must										YES/ NO/ NA					

support preference points claimed. Has this been submitted?	
Who was the B-BBEE certificate issued by <i>[Circle the applicable answer]</i>	
An accounting officer as contemplated in the Close Corporation Act (CCA)	YES / NO / NA
A verification agency accredited by the South African Accreditation System (SANAS);	YES / NO / NA
Affidavit confirming turnover and black ownership certified by the SAPS or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership	YES / NO / NA
A Registered Auditor	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	
5.	INTRODUCTION TO THE NRF
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
6.	INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID
The business unit Research Innovation Support and Advancement (RISA) is a multi-	

disciplinary organisation which promote and support research through funding, human resource development and the provision of the necessary facilities in order to facilitate the creation of knowledge, innovation and development in all fields of research, including indigenous knowledge, and thereby to contribute to the improvement of the quality of life of all the people of the Republic and Southern Africa.

The facility is located at 25.7557988, 28.2738249, 17 (GPS coordinates).

7. CONTEXT IN WHICH THE REQUIRED SUPPLIES, GOODS, SERVICES AND WORKS ARE TO BE UTILISED

The NRF’s Old building consists of four floors and includes offices, a registry, a media resource centre, meeting rooms, an auditorium, dining areas and kitchens. The New building is linked to the old building and consists of three floors, a basement parking area and includes offices, meeting rooms, a board-room, an auditorium, dining areas and kitchens. This two buildings needs to be kept clean at all times.

The overall objective of the work is to keep the NRF buildings and premises clean, healthy and neat at all times and to ensure that the overall impression of employees & guests of the NRF is good, the reputation is positively enhanced and safety & health risks are eliminated. Even more so, the NRF’s employees, visitors and guests must not be vulnerable or be exposed to hazardous chemicals, wastes and other environmental hazards.

Therefore, NRF is seeking the services of a cleaning contractor with the requisite skills and experience in the area of cleaning and also sensitive to the needs of the organisation, to provide cleaning services on a daily basis (during the working days) for a period of five years.

8. CONTRACT PERIOD

The contract is for a period of five years and the contract period commences from the date that both parties sign the contract (SBD7) and other related contracts agreements.

9. SPECIFICATIONS FOR THE REQUIRED PROCUREMENT

9A. AREAS TO BE SERVICED

The total area of the floor space to be cleaned for NRF’s Old Building and NRF’s New Building is approximately 13 000 square metres which consists of the following areas:

NRF’s Old Building		Qty	NRF’s New Building		Qty
Lower Ground Floor			Ground Floor		
Conference Rooms / Committee Rooms	05	Auditorium 212 seats			01

Dining Room	01	Passages	02
Passages	02	Reception Area	
Ablution facilities Atrium Area (Male and Female)		Auditorium Reception Area	
Ablution facilities in Dining Room (Male and Female)		Meeting Room	
Showers male and female	02	Satellite Kitchens	01
Garden Courtyard		Ablution facilities (Male and Female and Disabled)	
Open plan office	01	Offices	
Offices		Server Room Store Room	01
Ground Floor		Server Room	01
Auditorium 60 seats	01	Registry Store Room	01
Dining room	01	Print Room	01
Passages	03	Stoop Area Outside Reception	
Reception Area	01	First Floor	
Satellite Kitchens	02	Board Room	01
Disabled Restroom	01	Board Room Dining Area	01
Ablution facilities (Male and Female)		Board Room Kitchen	01
Offices		Passages	03
Sick room (x1)	01	Satellite Kitchens	01
First Floor		Meeting Room	01
Board Room		Tea Room	01
Passages	03	Ablution facilities (Male and Female, Disable)	
Grants Management & Systems Administration Open Area		Offices	
Satellite Kitchens	03	Second Floor	
Meeting Room	01	Passages	01
Dining Room	01	Satellite Kitchens	01
Ablution facilities (Male and Female)		Ablution facilities (Male and Female, Disable)	
Offices		Offices	
Second Floor		Meeting Room	01
Passages	02		
Satellite Kitchens	02	Basement with 47 parking bays	
Ablution facilities (Male and Female)			
Offices			

Outside Area's			
Guard House			
Ablution Facilities Gardens			
Garden Furniture			
Rubbish bins and waste disposal areas			
Roof area above Dining			
Stoop areas in front meeting rooms			
Smoking area			

9B. LIST OF CLEANING ACTIVITIES WHICH MUST BE DONE AND INTERVALS SPECIFIED

The list below is an indication of the minimum activities required in this scope of work, and is not inclusive of all the cleaning service activities that may be necessary:

B1: Reception Area and Entrance lobby

- Daily : Sweep/damp-mop entrance steps and reception; clean doormats; wash/damp-mop entrance lobby; wipe counter and table top surfaces; empty and clean all waste receptacles; spot clean/dust glass doors and glass panels of entrance; vacuum /damp-wipe upholstered chairs/carpets; and mop tiled floors
- Weekly : Dust/spot clean horizontal/vertical accessible surfaces; and dust/spot clean horizontal/vertical accessible surfaces
- Monthly : Scrub/Strip tiled floors, over weekends

B2: Offices, Boardrooms, Meeting Rooms, Store Rooms, Passages, Committee Rooms and Open Plan Offices/Spaces

- Daily : Empty and clean all waste receptacles; spot clean, doors and light switches; dust computer equipment; mop tiled floors; carpet spot cleaning meeting/board rooms and spot cleaning partitioning glass.
- Weekly : Vacuum carpeted floors, upholstered chairs/ furniture in offices; polish/ spot wipe all other wooden/ steel furniture; damp-wipe/ dust picture and mirrors; and disinfect telephone handsets
- Monthly: Vacuum upholstered chairs/ furniture in meeting rooms and wipe boardroom chairs.

- Monthly : Scrub/Strip tiled floors, over weekends

B3: Satellite Kitchen, Staff Canteen and Smoking Areas

- Daily : Wash/ damp-mop and maintain floor according to type; dust/ spot clean horizontal/ vertical accessible surfaces; empty and clean waste receptacles; replenish consumables, i.e. paper hand towels and dish washing liquid.
- Weekly: Spot clean doors, walls and dust light fittings; and clean kitchen cupboards, basin, wall and tiles.
- Monthly : Scrub/Strip tiled floors, over weekends

B4: Basement Parking area

- Daily: Dust control, push sweeper machine
- Monthly: Scrub and clean with scrubbing machine, over the weekend

B5: Male and female Ablution facilities (all floors) and ablution facilities in the atrium areas, guard house and outside toilet facilities

- Twice per day : Clean and sanitize all bowls, basins, urinals, vanity slabs and showers in all ablution areas; replenish consumables (i.e. toilet paper and hand towel as provided by the NRF); wash
- both sides of toilet seats and empty and clean all waste receptacles
- Daily : Wash/ damp-mop and maintain floor according to type; Spot clean doors, walls, basins; damp mop floor with disinfectant; clean all mirrors and metal fittings; dust/ spot clean horizontal/ vertical accessible surfaces; empty and clean waste receptacles; and wash all dishes
- Weekly : Wash walls and doors of cubicles; wash walls and doors of bathrooms; Dust and wash tops of doors and cubicle walls and dust blinds and light fittings
- Monthly : Scrub/Strip tiled floors; over weekends

B6: Rubbish and Waste disposal Areas

- Daily : Place rubbish in dustbins and close bins; and spot clean areas around bins to avoid rodents/pests

- 2 times per week: Clean Dust bins with hose-pipe and disinfectant chemicals; and hose down dust bin area and disinfect/sanitize area.
- As regularly required: Spot cleaning and dusting of all doors and remove all rubbish and superfluous materials that accumulate.

B7: Glass partitioning / Windows

- Daily : Spot clean glass partitions; dust mirrors/certificates; and spot clean and dust glass panels
- As regularly as required : Spot cleaning and dusting of all doors; wash walls, doors and windows; and do high and low level dusting.

B8: Outside Tiled walkways (Including stairwells)

- Daily : Wash/ damp mop and maintain floor according to type; dust/ spot clean horizontal/ vertical accessible surfaces
- Weekly : Automatic Scrubbing of walkways in building
- Monthly : Scrub/Strip tiled floors, over weekends

B9: Window cleaning (Interior and Exterior):

Clean exterior and interior window of the NRF building three (3) times per year as scheduled.

B10: Carpet cleaning:

- Once per year: all offices, meeting rooms, boardroom, auditoriums and open-plan offices.
- Bi-annually: meeting, auditorium and meeting rooms.
- Over weekends.

Table 1C – Summary of the scope of work indicating minimum requirements

9C. OPERATIONAL/ WORK SCHEDULE INDICATING THE MINIMUM REQUIREMENTS NB.: Bidders are requested to also submit an Implementation Plan indicating how they are going to meet the NRF’s requirements												
AREAS TO BE SERVICED	SCOPE OF WORK	Daily	2x per day	3x per day	Weekly	2x Weekly	Monthly	On Going	Over weekends	Quarterly	2x per year	Annually
Bathrooms/Ablution facilities, urinals and basins	Dust control and wet clean all floors	X										
	Disinfect all toilet bowls, seats, basins and urinals	X										
	Clean underneath basins, urinals and back of Ablution facilities	X										
	Clean toilet seat top and bottom	X										
	Damp wipe door, door frames and top of doors.				X							
	Remove any marks on doors							X				
	Dust, damp wipe all cubical walls as well as on top	X										
	Spot clean all walls / wall tiles and remove any marks							X				
	Clean basin and tops	X										
	Clean all mirrors make sure it is free of marks or prints	X										
	Ensure usability and replenish consumables			X								
Offices and working areas	Vacuum carpets in offices and passages				X							
	Dusting of furniture, skirting’s, ledges in all offices				X							
	Spot clean all walls and remove any marks							X				
	Cleaning of desks				X							

9C. OPERATIONAL/ WORK SCHEDULE INDICATING THE MINIMUM REQUIREMENTS												
NB.: Bidders are requested to also submit an Implementation Plan indicating how they are going to meet the NRF's requirements												
AREAS TO BE SERVICED	SCOPE OF WORK	Daily	2x per day	3x per day	Weekly	2x Weekly	Monthly	On Going	Over weekends	Quarterly	2x per year	Annually
	Polish desks - natural				X							
	Polish desks – Sealed, glass, formic, laminated etc				X							
	Disinfecting and cleaning of telephone sets	X										
	Emptying of waste bins and removal to waste area	X										
	Clean accessible light fittings				X							
	Clean light switches	X										
	Clean door frames, fire equipment and signs				X							
Reception, passages and lift lobbies	Tiled flooring dust control	X										
	Damo mop / spot clean for spillage	X										
	Dust / wiping of couches in waiting areas	X										
	Wiping of tables	X										
	Cleaning entrance glass door and frames	X										
	Spot clean							X				
Glass and windows	Clean all accessible interior windows	X										
	Clean all accessible exterior windows									X		
	External hi access windows – stairwell structure											X
	Cleaning of all internal and external windows									3 times per year		
	Cleaning of guard house windows				X							
Outside Tiled	Tiled flooring dust control	X										

9C. OPERATIONAL/ WORK SCHEDULE INDICATING THE MINIMUM REQUIREMENTS												
NB.: Bidders are requested to also submit an Implementation Plan indicating how they are going to meet the NRF's requirements												
AREAS TO BE SERVICED	SCOPE OF WORK	Daily	2x per day	3x per day	Weekly	2x Weekly	Monthly	On Going	Over weekends	Quarterly	2x per year	Annually
walkways	Damp mop / spot cleaning for spillage	X										
	Automatic Scrubbing				X				X			
Floor tiles inside the building	Tiled flooring dust control	X										
	Damp mop / spot cleaning for spillages	X						X				
	Automatic Scrubbing						X		X			
	Spot clean							X				
Carpets in offices	Wash and cleaned with dry powder								X			X
	Spot clean							X				
Carpets in meeting rooms, auditoriums and Board rooms	Wash and cleaned with dry powder								X		X	
	Spot clean							X				
Executive passage carpet	Wash and cleaned with dry powder								X	3 times per year		
Basement Parking	Dust control	X										
	Automatic Scrubbing						X		X			
Outside Waste Bin Area	Disinfecting and cleaning				X							

The table above shows the minimum requirements and if any area or work scheduled needs to be re-scheduled the bidder must indicate this in their detailed schedule or implementation plan to be provided as an Annexure.

D1: Cleaning materials

A) The bidder shall be responsible for provision of all chemicals and consumables required to render an efficient service to NRF. The NRF reserves the right to approve or not approve of these consumables and chemicals.

B) The bidder must submit the specifications and Material Safety Data sheets of all consumables and chemicals upon appointment and thereafter annually. The manufacturer's instructions regarding the use of all cleaning materials and chemicals must be strictly followed.

C) Upon appointment, the bidders must supply a list of SABS approved products, which they intend using, supported by specimen labels, indicating:

- i) Trade Name.
- ii) Generic Name.
- iii) Registration Number.
- iv) Ingredients (type and content) as shown on the label.
- v) Application rates.
- vi) Approval for the use of alternative chemicals and consumables to those contracted, must first be obtained in writing from the NRF.

D) The bidder must not use or store any poisonous or highly flammable materials on the premises without the approval of the NRF, for the rendering of this service or for other purposes.

The successful bidder will supply all cleaning materials, chemicals, hand soap and dishwashing liquids. For this reason, an indicative schedule showing the minimum quantities and nature of materials expected to be used must be provided in the bidder's proposal.

The cleaning materials must meet the following minimum characteristics and standards:

- The service provider will at all times use good quality materials which are in accordance with SABS specifications.
 - The undiluted products shall not be hazardous to humans, toxic, corrosive to the skin or eyes and shall not contain substances that contribute to poor indoor air quality.
 - The product must be a concentrate, absorbent compound and with proper labelling.
- a) A Chemical Chart of products to be used in cleaning by the bidder must be provided indicating the following:
- Product description
 - Product application
 - Environmental impact
 - Product safety

Air fresheners and sanitary bins are supplied and serviced by an external contractor and are not part of this tender.

D2: Cleaning Equipment and Machines

The successful bidder will supply all equipment, labour and transport required in order to complete the cleaning services as specified. Any electrical equipment used must comply with SABS, SANS and CKS specifications/certification requirements.

a) Standard:

- All products shall be “fit for the purpose.
- In the case of electrically operated equipment, products shall comply with the following applicable SABS standard:
 - *Vacuum Cleaners and Water Suction Cleaning Appliances:* SABS IEC 335-2-2.
 - *Floor Treatment and Wet Scrubbing Machines:* SABS IEC 335-2-10.
 - *General Purpose Cleaning Appliances:* SABS IEC 335-2-54.
 - *Wet and Dry Vacuum Cleaners including power brush for industrial and commercial use:* SABS IEC 335-2-69.
 - *Floor Treatment and Floor Cleaning Machines for industrial and commercial use:* SABS IEC 335-2-67.
 - *Spray Extraction Appliances for industrial and commercial use:* SABS IEC 335-2-68

b) The NRF will not be held liable for any damage to equipment and machines used on the premises of the NRF building. The list below, which is not exhaustive, is an indication of the cleaning equipments required:

Table 2D – List of equipments or machines

EQUIPMENT	EQUIPMENT	EQUIPMENT	EQUIPMENT
Vacuum cleaners (Low noise vacuum machine must be used)	Automatic Walk Behind Scrubbing Machine	Cleaning and dusting cloths	Safety robs/harnesses and equipment to clean windows/high areas.
Carpet cleaning machines	Dry powder carpet cleaning powder	Platform brooms (hard and soft)	Brushes and pans
Double mopping trolleys	Feather dusters and duster cloths	Protective and safety clothing	Toilet brushes

Buff Machine	Floor cloths	Rubber gloves	Trolley bags
Mops / Brooms	Hose brooms	Scrubbing and buffing pads	Vacuum bags
Cleaning chemicals	Masks (dust, fumes etc)	Signage –including warning signs	All danger signage
Nylon Brooms	Janitor workstations	Ladders 6 Steps	Electrical Extension cords
Push sweeper Machine	Disc polishing machine monodisc LS	Wet floor signs – floor	30m & 60m garden hose pipes
Window cleaning kits			

D3: Cleaning staff working times

All the work carried out under the cleaning service contract will be during normal working hours as detailed below. If owing to extraordinary circumstances, it is required that work is done after hours, approval must be obtained in writing from the Building and Maintenance department representative, before any such work will be allowed to proceed. Scheduled working hours for the cleaning service team are:

- Working hours for cleaners: 07h00 – 16h00 (Monday to Friday)
- After hours: From 18h00 (Monday to Friday)
- Tea times: Morning 10h00 – 10h15
- Lunch break: 30 minutes from 13h00 to 13h30
- The office hours of the NRF are: Weekdays from 08h00 to 16h30.

The cleaning service must at all times be executed under full time supervision by the successful bidder's supervisor(s). The NRF reserves the right to deploy its official to do supervision and routine inspections

D4: Consumables

The NRF reserve the right to order the consumables from the appointed service provider or from other service providers depending on the quality and prices offered. These consumables will not form part of the cleaning service contract but the bidder must provide indicative prices for these items on the pricing schedule:

- Toilet paper - (Per packet of 48 Single-ply white).
 - Strong & soft 1 Ply White Toilet tissue
 - Sheet size: 100mm x 110mm of 500 sheets, SABS ISO 9001 compliant.
- Hand towels for the kitchens - (Per packet of 6 rolls 1-ply, White)
 - Sheet size: 240mm x 360m, SABS ISO 9001 compliant)
- Hand towels for bathrooms - (Per packet of 4 rolls 1-ply, White)
 - Sheet size: 205mm x 150m, SABS ISO 9001 compliant

D5: Temporary workers

From time to time, in response to a special event or activity, it may be necessary to call in temporary assistance from the service provider. In such instances the agreed rate for a temporary worker must be indicated on the pricing schedule. The cleaning services contractor must obtain written approval from the NRF prior to any temporary worker(s) being utilized.

D6: Cleaning work station

The NRF will provide one office/ store room to the cleaning services team and secure storage space will be made available for the storage of chemicals and cleaning materials. Storage of equipment and materials will be arranged with the Building and Maintenance Department's representative on site on the day of handing over of the site.

D7: Security

The successful bidder's staff shall be required to conform to the security regulations applicable to NRF staff. NRF shall provide details of its security arrangements to the successful bidder on commencement of the contract.

All cleaning personnel will be required to wear a photo identification card, bearing their name and their photograph.

D8: Use of NRF premises and facilities

The successful bidder will be liable for any damage(s) to the building, equipment and vehicles caused by the cleaning personnel. It is the bidder's responsibility to ensure that no damage to NRF property is caused by its employees where services are rendered. Costs of such damages will be for the account of the bidder.

D9: Public Liability and Indemnity

- **D9.i. Public Liability:**

The successful bidder shall at its own cost maintain public liability insurance of at least R1m for its own personnel against accidents, injury or death. Proof of public liability insurance must be submitted with the bid on the closing date.

- **D9.ii. Indemnity:**

The service provider indemnifies, holds harmless and keeps the NRF, its employees, visitors, clients, contractors and sub-contractors fully indemnified from and against all liabilities, claims, actions, proceedings, damages, loss of earnings suffered or incurred by NRF, its officers, agents, employees, contractors, clients and sub-contractors.

D10: Act and Regulations

Hazardous Chemical Compliance - The amended Occupational Health and Safety Act No 85 of 1993, the Compensation for Occupational Injuries and Diseases Act and

Environmental Acts must be followed to ensure that chemicals used by cleaning companies are safe and without risk to both to health and property. This also applies to procedures for the procurement, storage, handling and transport of such chemicals.

The bidder must be registered in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996 and in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour.

- **D10.i. Occupational Safety and Health: -**

The bidder must at all times comply with the provisions of the Occupational Safety and Health Act, 1993 with regards to the safety and maintenance of equipment used.

- **D10.ii. Unemployment Insurance Fund and Worker's Compensation Fund: –**

The bidder must be registered with the Unemployment Insurance Fund and Worker's Compensation Fund.

- **D10.iii. Minimum wages: -**

It is expected that the bidder shall pay his/her employees at least the minimum monthly basic wage in terms of section 56 of the Basic Conditions of the Employment Act, no 75 of 1997, Sectoral determination 1: Contract Cleaning Sector, South Africa published under Government Gazette no 29385 of 14 November 2006, as amended.

- **D10.iv. Provident Fund: -**

It is also expected that the bidder shall register his/her employees in accordance with (CCNPF) Contract Cleaning National Provident Fund which was established and registered with the Financial Services of the Pension Funds Act, no 24 of 1956, as amended. This fund is now regulated by a set registered rule, and administered by NBC Holdings (Pty) Ltd (NBC). In terms of the Rules of the fund, read with the Sectoral Determination, no employer who commences business in the industry may establish or belong to a retirement fund other than CCNPF unless such an employer would have applied in writing to and have been granted an Exemption Certificate by the Board of Trustees of the CCNPF.

- **D10.v. Number of Cleaners: -**

The bidder must provide an adequate number of cleaners per day to match the total number of areas to be serviced.

D11: National Contract Cleaners Association

The organisation must be registered as a member of the National Contract Cleaners Association or a recognised cleaning association in South Africa. A copy of the registration

certificate must be submitted with the bid before the closing date of the bid. If this proof is not provided, the bid will be regarded as non-responsive.

D12: Health and Safety

The contractor and its employees will be subjected to the provisions of the Occupational Health and Safety Act, No. 85 OF 1993, as amended as well as Hazardous Chemical Substances Regulations, 1995 and General Health and Safety Regulations, 1986..

- D12(i) When windows are cleaned safety belts/ harnesses and personal protective gear must be used with anchor ropes provided by the contractor.
- D12(ii) All staff will wear protective clothing in or outside the building. This applies to any temporary worker as well. Protective or safety clothing includes (but not limited) to the following:
 - Safety shoes
 - Overall
 - Gloves
 - Safety glasses / Goggles
 - Dust masks
- D12(iii) All equipment must be in good & sound working order and the filters to vacuum cleaners to be changed on regular intervals. Low noise vacuum machine must be used.
- D12(iv) All small chemical bottles that are used by the cleaners should be clearly marked to indicate & identify the chemicals contained in these bottles. (No cold drink bottles will be tolerated).
- D12(v) Different colour cloths must be applied for different uses and use in different areas, i.e. cleaning toilet bowls, wiping tables, cleaning kitchens floors.
- D12(vi) Procedures shall be followed in the event of spillages, leakages or any other emergency situation, i.e. chemical spills will be cleaned up immediately as appropriate. If a cleaning mop is used placed outside to dry (reduce solvent in the indoor air), etc.

D13: Cleaning Personnel

The bidder should allocate a full time site manager to oversee the day to day running of the project/work. The site must be left clean and tidy after completion of the daily work and before staff leaves the premises. The cleaning staff must always be dressed in well-maintained corporate clothing which will be easily identifiable as employees of the successful bidder.

D14: Minimum wages

The successful bidder confirms that all its personnel are not paid less than the minimum wages as prescribed for the area concerned and as published in the Government Gazette from time to time. The bidder must provide confirmation or declaration as part of the response to this bid invitation that they will abide by this requirement.

D15: Monitoring of Contract

The NRF representatives will have the right to check on a daily basis that sufficient cleaning employees are on site in terms of the conditions. Meetings between the successful bidder representatives and the NRF representatives will be held at regular intervals, as follows:

- **Daily:** with the on-site supervisor
- **Weekly:** with the manager
- **Monthly:** with the principal

Management reports must be provided as part of contract management. The Bidder is to provide the NRF with a monthly report containing the following information:

- a) Consumable consumptions
- b) Operational requirements
- c) Incident reports
- d) Ad-hoc/specialized Cleaning requirements
- e) Cleaning standards
- f) Inspection activity, etc.

The service provider representatives will obtain written consent from the NRF representatives before they display or erect any signs, notices or other objects for a period more 24 hours on the NRF's premises.

9E	CODE OF COMPLIANCE/ DECLARATION
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i) Minimum Wages

We refer to the Sectoral Determination 1: Contract Cleaning Sector, South Africa, Minimum hourly rates for Contract Cleaning employees of December 2016, and hereby agree to comply with its contents and its subsequent amendments at all times.

ii) Cleaning equipment

We refer to the NCCA's "Cleaning Equipment", Compliance Standard dated October 2001, and hereby agree to comply with its contents at all times.

I hereby declare that I am duly authorised to sign this compliance declaration on behalf of my Company.

Signature: Print Name:

Designation/ Position:..... Date:

10.

PRICING DETAIL

**SBD 3 - Pricing Schedule for the Duration of the Contract
(SBD 3.2 – Non-Firm Prices)**

NOTE

PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM PRICES AND WILL BE SUBJECTED TO INCREASES OR DECREASES FOR THE DURATION OF THE CONTRACT

The bidder is requested to quote a firm price for the first year and include all costs related to the execution of the contract. The second to the fifth year prices will be calculated based on the increases or decreases of the CPI index.

Price quoted is fully inclusive of all costs including value- added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.

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 on the Standard Bidding Document 6.1 - Preference points claim form.

The NRF utilises the year one pricing to estimate the total cost price of the contract for five years to allow for a fair, comparable, and objective price competition leading to the award of this contract. The actual total cost price of the contract will be determined by fluctuations of the Consumer Price Index.

Name of Bidder.....

Bid number: **NRF/RISA B&M/001/2017**

Closing Date & Time: **03 March 2017 at 11:00am**

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

Description		Monthly Service Fee (VAT Inclusive)	Total Cost per Annum (VAT Inclusive)
Cleaning Services	Year One (1)	R	R

The fee must cover the following but not limited to: labour, management, consumables (chemicals etc.), equipment and tools, uniform, protective clothing or statutory requirements (if any). The bidders must provide a detailed breakdown of the proposed monthly service fee. This price will be subjected to the Consumer Price Index (CPI) increases for Year 2 to Year 5 of the contract period.

DAILY RATE FOR TEMPORARY WORKERS

	Year 1	Year 2	Year 3	Year 4	Year 5
DAILY RATE FOR TEMPORARY WORKERS	R	R	R	R	R

UNIT PRICE FOR CONSUMABLES (Inclusive of all applicable taxes)

Description	Specification	Year 1 Prices	Year 2 Prices	Year 3 Prices	Year 4 Prices	Year 5 Prices
Toilet paper	Per packet of 48 rolls single-ply white					
Kitchen hand towel	Per packet of 6 rolls single-ply white 240mm x 360m					
Bathroom hand towel	Per packet of 4rolls single-ply white 205mm x 150m					

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

PRICE ADJUSTMENTS

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

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 e.g. 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 will be used to calculate your index points for the bid price escalations of year two, three, four and five:

Consumer Price Index: P0141.5	Dated: 27 January 2017 @ 12:30
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FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, Consumables, Equipment, transport etc.)	PERCENTAGE OF BID PRICE (The total of the various factors must add up to 100%.)
1.	
2.	
3.	
4.	
5.	
6.	
Total	100

Example: Transport: 5% + Labour: 70% + Consumables: 10% + Equipments: 10% = 100%

Service Delivery Administration	
Required by Business Unit:	National Research Foundation/ RISA
At delivery site:	Meiring Naude Road, Opposite CSIR South Gate, Brummeria, Pretoria

11. 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	100

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

BBEE Status Level	1	2	3	4	5	6	7	8	Non-compliant
Preference Points Claimed	10	9	8	5	4	3	2	1	0

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.

The purchaser reserves the right to require either before adjudicating the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.

A bidder who qualifies as an 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

<p>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 https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</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>BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:</p>	
B-BBEE Status level	
Preference Points claimed	
<p>BID DECLARATION: SUB-CONTRACTING</p>	
Will any portion of the contract be sub-contracted? <i>[Circle the applicable answer]</i>	YES / NO
<p>If Yes, indicate:</p>	
What percentage of the contract will be subcontracted?	
Name(s) of the sub-contractor(s)	

	(If many indicate on separate page)	
	The B-BBEE status level of the sub-contractor(s)	
	Whether the sub-contractor is an EME? [Circle the applicable answer]	YES / NO
	<p>I/we, the undersigned, who is/are duly authorized 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) points 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 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"> Disqualify the Bidder from the bidding process; Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct; 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; 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 forward the matter for criminal prosecution. 	
12.	DUE DILIGENCE REQUIREMENTS	
12A	CONTACTABLE REFERENCES	
	<p>The bidder is required to supply at least three (3) reference letters not older than 3 months, as per the format under the Annexure section. The reference letter is for those customers for whom the bidder has completed work within the last twelve months and current work in progress. The client/ customers are to complete, sign and stamp the form or submit a reference letter on their company letterhead covering the points outlined on the specimen reference letter on page 57 and 58.</p>	

12B	SCHEDULE OF PREVIOUS SIMILAR COMPLETED WORK EXECUTED BY BIDDER
	The bidders must provide evidence to support their organizational and technical capacity, experience and professionalism to provide the service requirements outlined in this bid invitation. Bidders must provide a list of five completed projects of same or similar nature (See Annexure B). The list must reflect the institution, a brief description of the project undertaken, a contact person and his/her position, contact details, status of the project and value/budget thereof.
12C	AVAILABILITY AND ASSIGNMENT OF EXPERIENCED AND QUALIFIED INDIVIDUALS FOR EXECUTION OF THE PROJECT
	The bidder must submit a site organogram for this project which must reflect the structure of the human resources to be involved. The CV's or a document showing the level of experience and qualification of senior staff members must also be submitted with the bid, i.e. Supervisor/s with a minimum of one (1) year related experience, Safety Officer with a safety related experience and/or qualification or equivalent qualification and at least one (1) year industrial experience and a Site Manager's qualification and experience.
12D	IMPLEMENTATION PLAN AS WELL AS PROPOSED SCHEDULE FOR THE DEFINED AREAS
	Supplier must provide a comprehensive & detailed implementation plan as per Scope of Work as well as the proposed cleaning schedule for the defined areas.
12E	WRITTEN REFERENCES FROM SOUTH AFRICAN REVENUE SERVICES
	Bidder is required to provide evidence of good standing with their tax office where the bidder meets the threshold for tax registration.
	If the bidder is registered with the National Treasury's Central Supplier Database, a Supplier Report indicating compliant overall tax status must be submitted with the bid. If not yet registered, an original & valid Tax Clearance certificate must be provided with the bid.
12F	SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION
	I, the undersigned, in submitting this Bid ¹ 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;

<p>I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;</p>	
<p>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;</p>	<p>Yes / No</p>
<p>For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:</p> <ul style="list-style-type: none"> 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 	
<p>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 <i>joint venture or consortium</i>³ will not be construed as collusive bidding.</p>	
<p>In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <ul style="list-style-type: none"> 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. 	
<p>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.</p>	
<p>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.</p>	
<p>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</p>	

	<p>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</p>	
	<p>¹ Bid includes price quotations, advertised competitive bids, limited bids and proposals. ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete. 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.</p>	
12G	<p>SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES <i>[Circle the applicable answer]</i></p>	
	<p>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:</p>	YES / NO
	<p>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:</p>	YES / NO
	<p>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:</p>	YES / NO
	<p>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 schedule:</p>	YES / NO
	<p>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.</p>	
12H	<p>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</p>	
	<p>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</p>	

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 the Bidder's 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: <i>[Tick the applicable box]</i>				
	Schedule attached with the above details for all directors/members/shareholders		<table border="1"> <tr> <td style="width: 50%;">YES</td> <td style="width: 50%;">NO</td> </tr> </table>	YES	NO
YES	NO				
	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:	
13.	OBLIGATIONS OF EACH PARTY	
13A	National Research Foundation	
	<p>1. Contract Management</p> <p>1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>2. Contract Manager</p> <p>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.</p> <p>3. Contract Communication</p> <p>3.1. The NRF communicates all communications in writing as well as through email.</p> <p>3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.</p> <p>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</p>	

	<p>legal communication between the parties and not enacted on by either party as a protection against fraud.</p> <p>3.4. Minutes of weekly & monthly meetings, signed on behalf of the NRF and successful bidder must be maintained in the contract file.</p> <p>4. Communicating “As and When” in terms of the specific contract clauses</p> <p>4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued;</p> <p>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.</p> <p>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):</p> <p>4.3.1. Purchase Order Number</p> <p>4.3.2. Contract Number</p> <p>4.3.3. Quantity</p> <p>4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;</p> <p>4.3.5. Catalogue number if applicable;</p> <p>4.3.6. Unit price per this contract;</p> <p>4.3.7. Delivery Date;</p> <p>4.3.8. Business unit code; and</p> <p>4.3.9. The specific delivery site.</p> <p>5. Communicating where incidental services are required as listed in this document</p> <p>5.1. The NRF will indicate per incident if any services will be required.</p> <p>6. Performance Management</p> <p>6.1. The NRF measures performance throughout the contract life.</p> <p>6.2. The NRF has regular performance review with the contractor.</p> <p>6.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.</p> <p>6.4. Performance levels will be jointly monitored and discussed by both the NRF and the contracted party during the weekly and monthly meetings.</p>
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13Ai

PERFORMANCE LEVELS

	SERVICE LEVEL	PERFORMANCE STANDARD	TARGET
1.	Delivery of service	Performance and delivery of services as per the implementation plan and work schedule	100% of the minimum set.
2.	Manpower or resources for the service	No failure to provide adequate and skilled personnel with proper service delivery equipment & consumables and payment of the prescribed minimum wages	95% as per the implementation plan and Chemical Chart
3.	Management reports and contingencies fulfilment	No failure to provide agreed upon reports	95%

4.	Minimum hourly rates for workers	No failure to pay the prescribed minimum rates to the employees.	100%
13Aii	PENALTIES		
	Service level	Consequences or remedies	
1	Target of 95% or 100%	No penalties - the service levels are met	
2	90% to 94.9%	Service below par and will be subjected to a month review and if it continues then the will be a 1% total invoice reduction.	
3	80% to 89.9%	There will be a 1% total invoice reduction	
4	70% to 79.9%	5% total invoice reduction	
4	60% to 79.9%	10% total invoice reduction	
5	50% to 59.9%	50% total invoice reduction and a formal letter to review the contract.	
6	Less than 50%	Payment will be effected for only the work done and this may equal breach of contract.	
13B	CONTRACTED BIDDER		
	<ol style="list-style-type: none"> 1. The service provider hereby undertakes to render a cleaning service to NRF that is in accordance with the set standards. The service provider will be responsible for the conduct and acts of his/her staff in all matters which occur on NRF premises in the performance of the contract. In addition the service provider will audit cleaning standards regularly with NRF according to an agreed method and time table. 2. The service provider shall provide NRF with well-trained staff that meets all the requirements as stipulated in the bid document and service level agreement. 3. The service provider shall provide its employees with all necessary skills required by the NRF at their expense. 4. Managing the Contract <ol style="list-style-type: none"> 4.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document. 5. Contract Manager <ol style="list-style-type: none"> 5.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager. 6. Communication <ol style="list-style-type: none"> 6.1. The contracted party communicates in writing and through email. 6.2. The contracted party always state the contract number on communication, 		

	<p>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.</p> <p>6.3. Relevant representatives or project managers of the contracted party must attend the meetings scheduled.</p> <p>7. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)</p> <p>7.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.</p> <p>8. Health and Safety Requirements</p> <p>8.1. 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 of its employees and those other people affected by the operations of the supplier.</p> <p>8.2. 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>8.3. 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>
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14	GENERAL CONDITIONS OF CONTRACT
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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.

GCC1	<p>1. Definitions - The following terms shall be interpreted as indicated:</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</p>

or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 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.
- 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.
- 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.
- 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.
- 1.14. "GCC" means the General Conditions of Contract.
- 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.
- 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.
- 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.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 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,

	<p>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>
GCC2	2. Application
	<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>
GCC3	3. General
	<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 www.treasury.gov.za</p>
GCC4	4. Standards
	<p>4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
GCC5	5. Use of contract documents and information
	<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, 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</p>

	the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
GCC6	6. Patent rights
	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.
GCC7	7. Performance security
	<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>
GCC7 SCC	Performance security is not applicable to this bid.
GCC8	8. Inspections, tests and analyses
	<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</p>

	<p>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>
GCC8 SCC	Pre-bidding testing and analysis will not form part of this bid.
GCC9	9. Packing
	<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, 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>
GCC10	10. Delivery and Documentation
	<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>
GCC10 SCC	All deliveries, schedules and reports must be accompanied by a delivery note stating the official order against which the delivery has been effected.

	<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>
GCC10 SCC	The supplier provides the following documentation per delivery: Delivery note and a pro forma invoice.
GCC10 SCC	<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>
GCC11	11. Insurance
	<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>
GCC12	12. Transportation
	<p>12.1. The price shall be an all-inclusive delivered price to the NRF in Pretoria and should delivery site be different, the service provider will be notified and must accommodate such in the pricing.</p>
GCC13	13. Incidental services
	<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>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>

<p>GCC 13 SCC</p>	<p>The supplier may be required to provide any or all of the services, including additional services, if any, specified in this bid invitation:</p> <p>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>
<p>GCC14</p>	<p>14. Spare parts</p>
	<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 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>14.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
<p>GCC15</p>	<p>15. Warranty</p>
	<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>

GCC16	16. Payment
	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified to the supplier when the purchase order is issued.</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.</p>
GCC16 SCC	<p>Method and conditions of payment are as follows:</p> <ul style="list-style-type: none"> • The NRF only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests. • The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit. • The NRF does not settle invoices for outstanding goods or services.
GCC16 SCC	Payment is made in the South African Rand.
GCC17	17. Prices
	<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 by the NRF delegated authority or in the purchaser's request for bid validity extension, as the case may be.</p>
GCC18	18. Contract amendment
	<p>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.</p>
GCC19	19. Assignment
	<p>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.</p>
GCC20	20. Subcontract
	<p>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</p>
GCC20 SSC	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>A Contractor will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Contractor 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 Contractor qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.</p> <p>A Contractor 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 Contractor concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.</p> <p>All information requested must be submitted for the sub-contractor as well.</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>
GCC21	<p>21. Delays in supplier's performance</p>
	<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 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 cancelling 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>
GCC22	<p>22. Penalties</p>

	<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>
GCC22 SSC	Performance levels for each service required
	Performance levels and penalties are stipulated in the bid invitation on page 39 and 40.
GCC23	23. Termination for default
	<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</p>

	<p>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 website.</p>
GCC24	24. Anti-dumping and countervailing duties
	<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>
GCC25	25. Force Majeure
	<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>
GCC25 SCC	If the force majeure situation continues and service performance suffers and negotiations has failed, consequences and remedies as outlined on <i>page 40 paragraph 13Aii</i> shall be

	implemented.
GCC26	26. Termination for insolvency
	<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>
GCC27	27. Settlement of disputes
	<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 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>
GCC28	28. Limitation of liability
	<p>28.1. Except in cases of criminal negligence or wilful 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>
GCC29	29. Governing language
	<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</p>

	English.
GCC30	30. Applicable law
	30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	31. Notices
	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 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
GCC32	32. Taxes and duties
	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. 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. 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
GCC33	33. National Industrial Participation Programme
	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.
GCC34	34. Prohibition of restrictive practices
	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). 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. 34.3. 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 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.
BID SCC	<p>Intellectual property provided in the bid invitation</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>
BID SCC	<p>Awarding of the contract</p> <p>The NRF reserves the right to reject any or all the tenders in part or full and to award the work to a single service provider or split the work amongst two or more service providers as deemed necessary. The Contractor is bound to accept the part work as offered by NRF after split up at the quoted price.</p>
BID SCC	<p>Intellectual property contained in the deliverables</p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the proposal or delivery to the NRF reside with the NRF.</p>
BID SCC	<p>Third Party Warranty</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>
BID SCC	<p>Third Party Agreements</p> <p>No agreement between the contracted party and the third party is binding on the NRF.</p>
BID SCC	<p>Contracted Party Due Diligence</p> <p>The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.</p>
15	BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT
1	Proposal to Technical Specification
2	Invitation to bid with all supporting documents and annexures

16	BIDDERS DETAIL PRICE SCHEDULES	
1	SBD 3 as set out in this document	
2	Documents providing the detail in support of the bid contract value as set out in the SBD3:	
17	BID SUBMISSION CERTIFICATE FORM - (SBD 1)	
	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.	
	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.	
	The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
	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 BBEE 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
	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.	
	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	

REFERENCE LETTER

ANEXURE A

We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing the form below or provide on your company's letterhead the reference as set out below on your experience with us.

(Tick the appropriate block)

REFEREE LEGAL NAME:

REFERENCE ON COMPANY:

BID NUMBER:

NRF/RISA B&M/001/2017

BID DESCRIPTION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING SERVICES FOR A PERIOD OF FIVE YEARS AT THE NATIONAL RESEARCH FOUNDATION PREMISES IN PRETORIA

Describe the service/work the above bidder provide(d) to you below:

Criteria	Needs improvement	Meets requirements	Exceeds requirements	Exceeds requirements & Adds value
Technical Strength – Does the contractor use the latest equipments and methods?				
Sensitivity to the work environment				
Interpersonal skills				
Disputes resolution				
Satisfaction with quality of				

consumable used				
Satisfaction with the work done				
Project Planning Management				
Reliability				
Response to stressful situations, e.g. strikes.				
Service delivery scheduling and implementation				
Overall Impression (Scoring Range: 1 = not recommended to 8 = highly recommended)				
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:				

ANEXURE B - A LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY

Project description and duration/dates	Company/ Institution	Amount	Contact person's name and position	Contact details

ANEXURE C - A CHART OR LIST OF TYPE OR NATURE OF THE CLEANING MATERIALS OR CHEMICALS

Product Description	Size and /or Quantity expected to be used	Product Application	Environmental Impact	Product Safety