



National Research Foundation

INVITATION TO BID (SBD 1)

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

BID NUMBER:	NRF SAASTA 13/24/2014-15	CLOSING DATE:	24 October 2014	CLOSING TIME	11:00
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BID DESCRIPTION

APPOINTMENT OF A QUALIFIED ARCHITECT TO RENDER 'AS-BUILT' FLOOR PLANS FOR THE DIDACTA BUILDING (PRETORIA)

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

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

Briefing Session / Site Visit	Compulsory	Date and Time:	13 OCTOBER 2014 10:00
		Location:	211 NANA SITA STREET, DIDACTA BUILDING

EITHER PHYSICALLY OR BY COURIER (NO ELECTRONIC SUBMISSIONS WILL BE CONSIDERED)

Physical:

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

Courier:

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

The two envelope system applies – One envelope to contain proposal and second envelope to contain Bid Applicable and Pricing Schedule

ENVELOPE ADDRESSING:

Bidders name

Bid number and description

Closing date and time

Postal Address,

Contact Name,

Telephone Number and email address on the envelope

Service providers are required

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

TYPE OF COMPANY/FIRM [Tick applicable box]

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

COMPANY CLASSIFICATION [Tick applicable box]

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

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

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

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

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

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

A registered auditor

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

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

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

1. Background to the National Research Foundation and SAASTA

The National Research Foundation (“NRF”) is a juristic person established in terms of Section 2 of the National Research Foundation Act, Act 23 of 1998 and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programs to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

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

Advancement

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

3. Scope/Summary of Supply

The successful bidder will be required to draw and supply ‘as-built’ floor plans, in the absence of approved building plans, for the premises situated at Erf 2859 – Didacta Building, 211 Nana Sita Street, Pretoria, 0001.

4. Context

The Didacta Building is currently owned by the National Research Foundation and houses the South African Agency for Science and Technology Advancement. The original building plans for the structure situated at 211 Nana Sita Street is no longer available.

5. Specification

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

5.1. Bidder Requirements

- Bidders are required to be qualified Architects by profession.
- Bidders are to supply proof of registration with South African Council of Architectural Profession (SACAP).
- Bidders (Company) must be in business for at least five years.
- Bidders must supply at least three written and verifiable references (as per point 11 – Evidence of Supply Capability).
- Bidders must have previous experience in rendering ‘As-built’ floor plans in the absence of building

plans.

- Bidders must supply the Curriculum Vitae or Profile of the responsible individuals that will execute the drawings as well as conduct the on-site measurements.
- The successful bidder will be required to execute all measurements and collect all required data for the draughting of the floor plans. All measurements and data collection must be executed by a qualified individual.
- The successful bidder will be required to draw all floor plans to specification. All drawings must be executed by a qualified Architect.

5.2. **Expected Deliverables**

- The successful bidder will be required to supply the following: -
 - 'As-built' floor plans for the basement, ground floor, first floor and second floor equalling a total of four plans to specification.
 - Five original and signed A1 copies of each of the four floor plans – basement, ground floor, first floor and second floor.
 - One soft copy of each of the four floor plans in PDF format.
 - One soft copy of each of the four floor plans in its data file (.dat or .dwg (preferable)) format.
 - Software specifications of the programme utilised for the draughting of the floor plans.

5.3. **Detailed Specifications**

- The 'As-built' Floor Plans will include the following:
 - Dimensions and specific use of all rooms on Floor Plan.
 - Dimensions for common space.
 - Show section lines on basement, ground, first and second floor plan.
 - Show gridlines on basement, ground, first and second floor plan.
 - Differentiate between brick and drywall (interior walls)
 - Indicate wall thickness
 - Indicate all set-backs in or projections from the structure
 - Indicate column sizes and relation to each other / gridlines
 - Service Shafts – indicated clearly / dimensioned
 - Elevator Shaft – indicated clearly / dimensioned
 - All steps / ramps / changes in level / grading / falls indicated clearly
 - Balconies and stair balustrades – heights and notes
 - All Fixtures – indicated clearly
 - All Electrical Symbols – indicated clearly for light switches / power points / network points / any other (detailed electrical plan not required).
 - Expansion joints - indicated clearly
 - Fire hose reel cupboards / hydrants / rising mains – positions

- Emergency exits – indicated clearly
- Any other requirements for floor plans as per the National Building Regulations

6. Services and corresponding performance levels

- The successful bidder will work in collaboration with the Finance and Administration Department and in particular with the Building Administrator.
- A qualified individual will be onsite at all times during the measurements of the premises.
- The successful bidder will be required to report any challenges within 24 hours.
- Penalties for non-delivery will apply as per the Treasury General Conditions and Contract

7. Quality Requirements including applicable standards (where these exist)

7.1. All floor plans must comply with the South African Building Regulations

8. Health and Safety (if applicable)

8.1. The successful bidder will assume full responsibility for the health and safety of its contracted employees whilst on-site at the Didacta Building situated at 211 Nana Sita Street, Pretoria, 0001 during the measurement and data collection exercise.

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

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

10. Evidence of Supply Capacity (Technical Merit)

Bidders are required to provide a profile of themselves for evaluation of their capacity to supply the required services.

11. Evidence of Supply Capability (Technical Merit)

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

<u>Criteria</u>	<u>Poor</u>	<u>Good</u>	<u>Above Expectations</u>
Professionalism			
Interpersonal skills			
Turn around/completion times			
Satisfaction with the work done.			

12. Selection and Awarding of Contract

This Bid is evaluated through a two-stage process.

12.1. Stage 1 – Selection of Qualified Bidders

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

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

12.2. Stage 2 – Awarding of the Contract

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

The award criteria are:

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

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

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

13. Qualifying Thresholds for Selection (Stage 1) Evaluation

Proposals scoring less than the minimum threshold as indicated above do not qualify for financial evaluation. All proposals are evaluated against the criteria set out above using the ratings set out below:

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

14. Selection on Specifications and Capabilities and Capacities

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

14.1. A Terms of Reference (ToR) is developed and approved for advertising which constitutes this document, i.e. the invitation to bid. Following the closure of the bid, all proposals are evaluated

against the ToR as outlined in this document.

14.2. The set of criteria below is the first stage of qualifying criteria, i.e. NO proposal will be considered if it does not meet the following sets of criteria:

SELECTION CRITERIA			
NO.	ELEMENT	WEIGHTING	MINIMUM THRESHOLD
1	Bidder is registered with the South African Council of Architectural Profession (SACAP)	100	100%
2	Bidder has been in business for more than five years	100	100%
3	Bidder has supplied a Curriculum Vitae or Profile of the individuals that will execute the drawings and onsite measurements	100	100%
4	Bidder has attended the compulsory on-site briefing session and viewing of the building	100	100%
5	Provide at least three written and verifiable references. (Scores will be determined based on information garnered from said references in terms of quality and delivery)	40	75%
6	Supply a comprehensive project plan for delivery (Scores will be determined based on efficient time management from execution to delivery)	30	50%
7	Has experience in drawing 'As-built' floor plans in the absence of building plans for a commercial building. The following rating will apply: 0 – No 1 – Less than 1000m ² and 1 level 2 – 1001 – 2000m ² and 1 or in excess of 1 level 3 – 2001 - 4000m ² and in excess of 1 level (excluding basement) 4 – In excess of 4001m ² and in excess of 2 levels (excluding basement)	30	50%
TOTAL:		500	460
OUT OF 100:		100	92%

15. Contract Management

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

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

quantities and date of delivery.

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

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

16. Contract Period

The contract will commence with immediate effect upon the signing of the Acceptance of Written Offer and will continue until **delivery of final floor plans in all mediums as stipulated in the 'Expected Deliverables'**.

17. Supply Delivery Validation

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

18. Payment Intervals

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

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

19. Pricing Schedule for the Duration of the Contract

(Standard Bidding Document 3.1 and 3.3)

NOTE	Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.
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Detailed information is optional and is provided as annexures to the details provided below.
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Bid price in South African currency, foreign exchange risk is for the account of the Bidder.
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Pricing is subject to the addition of Preference Points as stipulated in the section below - Standard Bidding Document 6.1 Preference claim form
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OFFER TO BE VALID FOR 150 days FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)

ITEM NO	QUANTITY (unit of measure)	DESCRIPTION OF SUPPLIES	RATE/UNIT PRICE (per unit of measure)	BID/QUOTE PRICE
1		Onsite measurement and data collection		
2		Drawing of floor plans according to specifications for basements, ground-, first and second floor by qualified Architect		
3		Supply of floor plans in mediums as per the Expected Deliverables (quantities and hard/soft copy forms)		
		Other costs – please indicate:		
4				
5				

TOTAL

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

Level

Preference Points Claimed

Are detailed price schedules attached?

Yes No

Does the offer comply with the specification(s)?

Yes No

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

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

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
0	0	0

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

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

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

SUB-CONTRACTING

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

If Yes, indicate:

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

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

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form.
- iii. In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - a) Disqualify the Bidder from the bidding process;
 - b) Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct;

- c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution
- v. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- vi. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

21. The NRF's Conditions of Contract

a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

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

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

b) BID RESPONSE PREPARATION COSTS

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

c) CANCELLATION PRIOR TO AWARDING

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

d) LATE BIDS

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

e) COLLUSION, FRAUD AND CORRUPTION

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

f) CONFIDENTIALITY

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

g) VALIDITY PERIOD

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

h) VALIDATION OF SUBMITTED DOCUMENTATION

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

i) PRESENTATIONS AND PROOF OF CONCEPT

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

j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

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

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF

k) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.

22. SUPPLIER DUE DILIGENCE

22.1. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal

or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

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

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

Full Name of Bidder or his/her representative:

Identity Number:

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

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

Tax Reference Number:

VAT Registration Number:

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

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

Are you or any person connected with the Bidder presently 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? If Yes, did you Yes No

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? If so, furnish particulars as an attached schedule: Yes No

Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule. Yes No

Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule: Yes No

Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule: Yes No

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

Item	Question	Yes	No
	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	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.		
	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	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:				
	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

22.3. CERTIFICATE OF INDEPENDENT BID DETERMINATION (STANDARD BIDDING DOCUMENT 9)

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the **NATIONAL RESEARCH FOUNDATION**, do hereby make the following statements that I certify to be true and complete in every respect:

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

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

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

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

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

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

a) Prices;

b) Geographical area where product or service will be rendered (market allocation);

c) Methods, factors or formulas used to calculate prices;

d) The intention or decision to submit or not to submit, a Bid;

e) The submission of a Bid which does not meet the specifications and conditions of the Bid;
or

f) Bidding with the intention not to win the Bid.

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

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

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

The following documents shall be deemed to form and be read and construed as part of this agreement

even where integrated in this document:

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

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

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

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

I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD8, SBD9) is correct and I accept that the state including the NRF may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____

25. PART 2 – ACCEPTANCE OF WRITTEN OFFER

The National Research Foundation acceptance of this written offer is authorised by a duly delegated official

of the NRF and is communicated through either a written Letter of Award or, dependent on the complexity, a written purchase order and such proof of authority is available upon request.