



**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/CORP HRM 002/2016
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CLOSING DATE AND TIME	7 <sup>th</sup> February 2017 at 11h00am
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### **BID DESCRIPTION**

APPOINTMENT OF A SERVICE PROVIDER TO CUSTOMISE AND DELIVER MANAGEMENT DEVELOPMENT PROGRAMME FOR THE NATIONAL RESEARCH FOUNDATION FOR A PERIOD OF FIVE YEARS.

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

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

Preferential Procurement System Applicable:	<b>90:10</b>
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Validity Period From Date Of Closure:	<b>150 days</b>
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Compulsory Briefing Session or Site Visit Details	Date	<b>26 January 2017</b>
	Time	<b>10h00 am - 12h00 pm</b>
	Physical Address	<b>National Research Foundation, CSIR South Gate FW de Klerk Meeting Room</b>

		<b>Meiring Naudé Road, Brummeria, 0184 PRETORIA</b>
	Contact Person	<b>Gladys Boakye</b> <a href="mailto:gladys.boakye@nrf.ac.za">gladys.boakye@nrf.ac.za</a> <b>012 481 4211</b>
BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:		
PHYSICAL ADDRESS National Research Foundation, CSIR South Gate RECEPTION AREA Meiring Naudé Road, Brummeria, 0184 PRETORIA	ADDRESSED AS FOLLOWS: On the cover of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address  The bid box is accessible from Monday – Friday 08h00 – 16h00	
<b>BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF TO CONSIDER IT. THE NRF WILL NOT CONSIDER THE BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.</b>		
Bidders must submit their bid response on the official bid invitation forms with additional information provided on attached supporting schedules.  <b>The NRF provides the checklist “Returnable Documents” of all required documentation with certain documentation mandatory for entering the evaluation phase.</b>  <b>Non-submission of these marked documents will lead to disqualification of the bidder.</b>		
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011.		
THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.		
The NRF deems the bidder has read and accepted these conditions of contract.		

<b>REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):</b>	
<p>The bidder must register on the National Treasury’s Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (<a href="http://www.csd.gov.za">www.csd.gov.za</a>) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.</p> <p>National Treasury Contact Details: 012 406 9222 or email <a href="mailto:csd.support@treasury.gov.za">csd.support@treasury.gov.za</a></p>	
<b>SETS OF BID DOCUMENTS REQUIRED:</b>	
Number of ORIGINAL documents for contract signing	2
<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>	
Number of EVALUATION copies:	4
<p>Bidders mark documents as either “<b>Original</b>” or “<b>Copy for evaluation</b>” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING” Sections.</p>	
Two envelope system required	YES
<p>The objective of the exercise is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and unbiased.</p> <p>The first envelope holds all documents excluding the SBD3 and detailed supporting pricing documentation. The second envelope holds the SBD3 and the detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document.</p> <p>The NRF only opens the proposal – the first envelope – at the evaluation stage and only opens the pricing – the second envelope – for those bidders who meet the predefined threshold at the proposal evaluation.</p>	

**ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING**

TECHNICAL ENQUIRIES	SUPPLY CHAIN MANAGEMENT ENQUIRIES
<p>Gladys Boakye</p> <p>Manager: Training and Organisational Development</p> <p>Tel: +27 12 481 4211</p> <p>Email: gladys.boakye@nrf.ac.za</p>	<p>Lebogang Mosoma</p> <p>Manager: SCM</p> <p>Tel: +27 12 481 4337</p> <p>Email: lebogang.mosoma@nrf.ac.za</p>

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## **RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION**

Failure to submit the mandatory documents will result in the bid being non-responsive and therefore disqualification of the bid submitted.

<b>RETURNABLE DOCUMENTS (M = Mandatory (Go/No GO) O= Optional)</b>		<b>Envelope 1</b>		
1	Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 6.1, 6.2, 8 and 9	M	YES	NO
2	Proposal to specification	M	YES	NO
2	Evidence of capacity and capability,	M	YES	NO
3	Evidence of bidder's profile	M	YES	NO
4	CV's of staff managing the contract	M	YES	NO
5	Submit three categories of accredited management development programmes namely:  Level 1: E-learning based development programme  Level 2: New-to-management development programme  Level 3: Management development programme	M	YES	NO
4	Submit an accredited curriculum content for each of the three levels of the Management Development Programmes specified above:  Level 1: Curriculum content: yield an NQF level 4 qualification  Level 2: Curriculum content: yield an NQF level 5 qualification	M	YES	NO

	Level 3: Curriculum content: yield an NQF level 6 qualification			
5	Submit a proposed modular content for Level 1: Curriculum content: yield an NQF level 4 qualification Level 2: Curriculum content: yield an NQF level 5 qualification Level 3: Curriculum content: NQF level 6 qualification	M	YES	NO
6	Proof of accreditation of the bidder by the Council on Higher Education (CHE) accredited what NQF level	M	YES	NO
7	Bidders must submit a draft project plan detailing the various stages of the project from project initiation to closure, and related activities per each stage demonstrating the bidder's project roles and responsibilities, and points of interface with the NRF working group	M	YES	NO
8	Bidders must submit a draft Project Schedule of proposed logistical aspects of the programme, in terms of delivery sites / venues e.g. programme launch, delegate orientation, and graduation	M	YES	NO
9	Bidders must provide a schedule of proposed catering logistical aspects of the programme	M	YES	NO
10	Bidders must provide a schedule of proposed graduation ceremony logistical aspects of the programme	M	YES	NO
11	Bidders must provide details on the duration and scheduling of study blocks and modules, assignments, company visits	M	YES	NO
12	Bidders must provide detailed information on geographical location / facility of where the NRF delegates will be attending	M	YES	NO
13	Bidders must provide detailed information on hand-outs and technology aids aspects required to facilitate a successful learning for the delegates, e.g. Moodle and learning environment where the lessons will be held	M	YES	NO
14	Bidder must provide proposed programme on how certification and graduation event (including ceremony) will be facilitated and conducted	M	YES	NO
15	Proof of Registration on the Government's Central Supplier Database	M	YES	NO

16	B – BEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a>	O	YES	NO
17	Three written references from clients who have had the opportunity of exposure to the programme in the format under annexure A	M	YES	NO
18	Three written references from professional delegates who have had the opportunity of exposure to the programme in the format under annexure B	M	YES	NO
<b>RETURNABLE DOCUMENTS</b>		<b>Envelope 2</b>		
1	Cost summary in the SBD3 format	M	YES	NO
2	Detailed pricing	M	YES	NO
<b>THE BIDDING PROCESS</b>				
<b>This bid is evaluated through a three stage process</b>				
<p><u>Stage 1 – Compliance to Requirements including Mandatory are GO/NO GO gates</u></p> <p>Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF provides the Returnable Document Checklist listing these and which documents are GO/NO GO at the end of this invitation for the bidders.</p> <p><b>The NRF evaluates only procurement responses that are 100% acceptable in terms of the Returnable Document List. The NRF disqualifies bidders not compliant with this list for Stage 2 &amp; 3.</b></p>				
<p><u>Stage 2 – Evaluation of Bids against Specifications and Quality</u></p> <p>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.</p> <p>The NRF will, where circumstances justifies it, request an evaluation sessions such as interviews/presentations/pitching sessions/proof of functionality sessions with short-listed bidders before concluding the evaluation.</p>				

	<p>Bidders may be invited to give a short presentation to the Bid Evaluation Committee as part of the technical evaluation and rating process.</p> <p>Bidders making the minimum evaluation score will pass to stage 3.</p> <p><u>Stage 3 – Price/Preference Evaluation</u></p> <p>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:</p> <p><b>Price</b> - 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;</p> <p><b>Preference</b> - preference points as claimed in the preference claim form (SBD6.1) added to the price ranking scores; and</p> <p>The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.</p>
<p><b>Bid Procedure Conditions:</b></p>	
	<p><u>Late Bids Received</u></p> <p>Bids submitted after the stipulated closing date (and time) will not be considered.</p>
	<p><u>Non-Compliant Bids Received</u></p> <p>Bids submitted that do not meet the Returnable Documents List will not be considered.</p>
	<p><u>Counter Conditions</u></p> <p>The NRF draws bidders’ attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.</p>
	<p><u>Response Preparation Costs</u></p> <p>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.</p>



**Cancellation Prior To Awarding**

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

**Collusion, Fraud And Corruption**

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

**Fronting**

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

**Confidentiality**

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

**Sub-contracting Direct**

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

**Information Provided In The Procurement Invitation**

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

**ANNEXURE A Reference Letter**

**1 Reference Letter Template**

Bidder's Letterhead

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

**Referee Letterhead**

**Referee Legal Name**

**REFERENCE ON COMPANY xxxxx**

**Bid Number:**

**Bid Description**

Describe the service/work the above bidder provide to you below

Criteria	Needs improvement	Meets requirements	Exceeds requirements
Professionalism of the Bidder			
The quality of the programme facilitators in conveying course material			
Customer centricity & interpersonal skills of the facilitator			
Turn around/completion times of project arrangements			

What was the bidder's ability to design/customise a syllabus for you			
Satisfaction with the quality of the content of the training modules			
Satisfaction, quality and practicality of training material			
How did your trainees evaluate the training provider?			
The level of project management skills conveyed by the training provider			
Overall Impression			
No. of times used in past year		Would you use the provider again?	YES/NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			
Company Stamp:			

**ANNEXURE B Reference Letter**

1	<p><b>Reference Letter Template</b></p> <p>Bidder's Letterhead</p> <p>We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.</p>
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<b>Referee Letterhead</b>	<b><u>Referee Legal Name</u></b>
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**REFERENCE ON COMPANY xxxxx**

<b>Bid Number:</b>	
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**Bid Description**

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Describe the service/work the above bidder provide to you below

Criteria	Needs improvement	Meets requirements	Exceeds requirements
Professionalism of the Bidder			
The quality of the programme facilitators in conveying course material			
Customer centricity & interpersonal skills of the facilitator			
Turn around/completion times of project arrangements			
What was the bidder's ability to design/customise a syllabus for you			

Satisfaction with the quality of the content of the training modules			
Satisfaction, quality and practicality of training material			
How did your trainees evaluate the training provider?			
The level of project management skills conveyed by the training provider			
Overall Impression			
No. of times used in past year		Would you use the provider again?	YES/NO

	<b>Selection Element</b>	<b>Weight</b>	<b>Non-Compliant</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Evaluate the competency of the service provider in relation to the three categories of management development programme namely:  Level 1: E-learning based development programme  Level 2: New-to-management development programme  Level 3: Management development programme	10	0	2.5 defined as poor competence and no experience in a similar management development programme	5 defined as poor competence and some experience in a similar management development programme	7.5 defined as good competence and good experience in a similar management development programme	10 defined as excellent competence and extensive experience in a similar management development programme
2	Evaluate the capability of the service provider in relation to the three categories of management development programme namely:  Level 1: E-learning based development programme  Level 2: New-to-management development programme  Level 3: Management development programme	10	0	2.5 defined as showing poor capability and no experience in a similar management development programme	5 defined as poor capability and some experience in a similar management development programme	7.5 defined as good capability and good experience in a similar management development programme	10 defined as excellent capability and extensive experience in a similar management development programme
3	Evaluate quality, depth, curriculum scope of the programme modules in:  Level 1: Curriculum content: yield an NQF level 4 qualification  Level 2: Curriculum content: yield an NQF level 5 qualification  Level 3: Curriculum content: yield an NQF level 6 qualification	20	0	5 defined as poor competence and no experience in a similar management development programme	10 defined as poor competence and some experience in a similar management development programme	15 defined as good competence and good experience in a similar management development programme	20 defined as excellent competence and extensive experience in a similar management development programme

	<b>Selection Element</b>	<b>Weight</b>	<b>Non-Compliant</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4	Evaluate three written references from clients (annexure A ) who have had had the opportunity to attend the programme in the format under annexure A	20	0 defined as all references reflect poor performance	8 defined as all references reflect mix performance	15 defined as all references are good	18 defined as all references are good to excellent	20 defined as all references are excellent
5	Evaluate three written references from professional delegates (annexure A) who have had the opportunity to attend the programme in the format under annexure B	20	0 defined as all references reflect poor performance	8 defined as all references reflect mix performance	15 defined as all references are good	18 defined as all references are good to excellent	20 defined as all references are excellent
6	Evaluate the project plan for its ability to deliver on the programmes on time, on cost, and within specifications	10	0 defined as proposed plan shows no understanding	4 defined as proposed plan shows poor understanding	7.5 defined as proposed plan shows good understanding	8.5 defined as proposed plan shows excellent understanding of dynamic nature	10 defined as proposed plan shows excellent understanding of dynamic nature with provision for time slippages
7	Evaluate qualification and track record of facilitators in providing similar specialised training programmes:	10	0 defined as no experience and qualification providing the programmes shows no relevance to NRF	4 defined as bidders track record shows poor relevance to the delivery an MDP programme	7.5 defined as bidders experience shows good relevant experience to the specifications	8.5 defined as service provider shows excellent customisation relevant to NRF	10 defined as the bidder shows excellent customisation relevant to NRF and ability to amend when required

**THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE  
EVALUATION STAGE 3**

Bidders scoring less than the minimum threshold of **75%** are marked as failed and are not eligible to be considered in the next stage of evaluation, which is Price and B-BBEE

**THE BIDDERS PARTICULARS**

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

Represented By

Postal Address

Telephone Number

Cell Phone Number

Facsimile Number

E-Mail Address

VAT Registration Number:



COMPANY REGISTRATION NUMBER		
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:		
TYPE OF COMPANY/FIRM [Tick applicable box]		
Partnership/Joint Venture/Consortium		
Close Corporation		
(Pty) Limited		
One person business/sole proprietor		
Company		
Other		
COMPANY CLASSIFICATION [Tick applicable box and provide short description]		
Manufacturer:		
Supplier:		
Professional Service Provider:		
Research and Innovation:		
Construction:		
Logistics:		
Other:		
TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS		
TAX CLEARANCE CERTIFICATE		
Has an original and valid tax clearance certificate been submitted or Central supplier database certificate with green tax	Yes/No/NA	

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

## **INTRODUCTION TO THE NRF**

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

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

## **BACKGROUND TO THE CORPORATE HUMAN RESOURCES AND LEGAL SERVICES DIVISION**

Corporate Human Resources and Legal Services includes the successful attraction, placement, retention and continuous development of a committed, skilled and representative workforce. The NRF Human Resources and Legal Services (HR&LS) division provides policy direction and strategy for effective human resource management within the NRF.

## **CONTEXT IN WHICH SUPPLIES, GOOD, SERVICES AND WORKS ARE REQUIRED**

As a knowledge-creating, learning organisation, the NRF strives to continually develop the knowledge, skills, competencies and capabilities of its management and employees to deliver higher performance in conjunction with individual, organisational growth and transformation. The NRF has previously out-sourced the management development programmes and intends to continue to out-source to a suitable organisation accredited by the Council on Higher Education (CHE).

## **TARGET GROUPS**

The NRF requires development initiatives aimed at the following development levels of managers and employees:

- Level 1: E-learning based development programme yielding an NQF level qualification 4: these are aspiring Managers – employees who are not in management position, who have demonstrated potential for leadership and are high performers.

Level 2: New-to-management development programme yielding an NQF level 5 qualifications: these are newly appointed Managers – appointed into management positions, during the previous 12 months, who are new to talent management and employee engagement.

- Level 3: Management Developments programme, yielding an NQF level 6 qualifications: these are established Managers – who have been in management positions for 3 years or more, who address strategic issues.

## **SPECIFICATIONS FOR THE REQUIRED PROCUREMENT**

### **SERVICES REQUIRED**

The NRF requires the services of a qualified service provider accredited by the Council on Higher Education (CHE). The professional body, under whose auspices the provider develops and implements a competence-based development programmes.

The required Management Development Programmes will be customised to include aspects of NRF unique business and operations.

### **PROJECT SPECIFICATIONS**

The central objective of the programme is to empower and capacitate NRF staff with skills and knowledge required for them to deliver more effectively on the NRF's strategic and operational objectives, linked to their individual growth trajectories.

In greater detail, the specifications of the project are as follows:

- a) To establish and implement management development programmes that are relevant to core and current business objectives and activities of the NRF, within a national and global context at all Three Levels of Programme, i.e.:
  - i. Level 1: Curriculum content: yield an NQF level 4 qualification
  - ii. Level 2: Curriculum content: yield an NQF level 5 qualification
  - iii. Level 3: Curriculum content: yield an NQF level 6 qualification
- b) The programmes are designed according to Leadership Pipeline (e.g. Charan & Drotter or equivalent);
- c) The programmes are designed to strengthen the NRF's competencies in the following as a minimum but not limited only to these:
  - i. Vision and Strategy Management;
  - ii. Coaching and Relationship Management;
  - iii. Organisational Transformation and Change Management;
  - iv. Stakeholder Management;

- v. Research Management;
- vi. Project Management;
- vii. People Management and Leadership; and
- viii. Financial Management.

- d) The three programmes provided by a bidder must be accredited by the CHE, SAQA;
- e) Delegates on the programme must be assessed on their understanding and knowledge gained during the programme individually and in groups;
- f) Level 1 - E-learning takes a maximum of six months to complete, this means that within a period of 12 months, there will be 15 delegates per six months intervals that will participate on the E-learning programme;
- g) Level 2 - new-to-management programme takes a maximum period of 12 months to complete with 15 delegates per period;
- h) Level 3 - Management development programme takes a maximum period of 12 months to complete with 15 delegates per period;
- i) Lecture sessions will be structured according to a block structure;
- j) The bidder must set out in an overview project plan detailing the various stages of the project, and related activities per stage, from project initiation to closure to demonstrate how the bidder will manage the programmes;
- k) The management development programmes must be competence-based and offer a practical and skills-based approach to learning allowing delegates to implement as they learn;
- l) Structured feedback sessions is provided to the NRF at regular intervals during the course of the project; the feedbacks should be on content, delegates progress and implementation aspects of the programme; such feedback opportunities should be indicated clearly in the delivery outline;
- m) The bidder must indicate at what stage of the programmes managers of the delegates interact on the programme to provide support to their participating employee;
- n) The bidder must indicate the manner in which the research aspect of the levels will be, delivered and assessed taking into consideration the NQF level of qualification; and
- o) The bidder must provide a sample programme to advice on how the certificate / graduation ceremony will be delivered.

Programme Level 1 content syllabus: SAQA Level descriptor for NQF Level FOUR

- a) Scope of knowledge, in respect of which a learner is able to demonstrate a fundamental knowledge base of the most important areas of one or more fields or disciplines, in addition to the fundamental areas of study, and a fundamental understanding of the key terms, rules, concepts, established principles and theories in one or more fields or disciplines.
- b) Knowledge literacy, in respect of which a learner is able to demonstrate an understanding that knowledge in one field can be applied to related fields.
- c) Method and procedure, in respect of which a learner is able to demonstrate the ability to apply essential methods, procedures and techniques of the field or discipline to a given familiar context, and the ability to motivate a change using relevant evidence.
- d) Problem solving, in respect of which a learner is able to demonstrate the ability to use own knowledge to solve common problems within a familiar context, and the ability to adjust an application of a common solution within relevant parameters to meet the needs of small changes in the problem or operating context with an understanding of the consequences of related actions.
- e) Ethics and professional practice, in respect of which a learner is able to demonstrate the ability to adhere to organisational ethics and a code of conduct, and the ability to understand societal values and ethics.
- f) Accessing, processing and managing information, in respect of which a learner is able to demonstrate a basic ability in gathering relevant information, analysis and evaluation skills, and the ability to apply and carry out actions by interpreting information from text and operational symbols or representations.
- g) Producing and communicating information, in respect of which a learner is able to demonstrate the ability to communicate and present information reliably and accurately in written format.
- h) Context and systems, in respect of which a learner is able to demonstrate an understanding of the organisation or operating environment as a system within a wider context.
- i) Management of learning, in respect of which a learner is able to demonstrate the capacity to take responsibility for own learning within a supervised environment, and the capacity to evaluate own performance against given criteria.
- j) Accountability, in respect of which a learner is able to demonstrate the capacity to take decisions about and responsibility for actions, and the capacity to take the initiative to address any shortcomings found.

Programme Level 2 content syllabus :**SAQA Level descriptor for NQF Level Five**

- a) Scope of knowledge, in respect of which a learner is able to demonstrate an informed understanding of the core areas of one or more fields, disciplines or practices, and an informed understanding of the key terms, concepts, facts, general principles, rules and theories of that field, discipline or practice.
- b) Knowledge literacy, in respect of which a learner is able to demonstrate the awareness of how knowledge or a knowledge system develops and evolves within the area of study or operation.
- c) Method and procedure, in respect of which a learner is able to demonstrate the ability to select and apply standard methods, procedures or techniques within the field, discipline or practice, and to plan and manage an implementation process within a well-defined, familiar and supported environment.
- d) Problem solving, in respect of which a learner is able to demonstrate the ability to identify, evaluate and solve defined, routine and new problems within a familiar context, and to apply solutions based on relevant evidence and procedures or other forms of explanation appropriate to the field, discipline or practice, demonstrating an understanding of the consequences.
- e) Ethics and professional practice, in respect of which a learner is able to demonstrate the ability to take account of, and act in accordance with, prescribed organisational and professional ethical codes of conduct, values and practices and to seek guidance on ethical and professional issues where necessary.
- f) Accessing, processing and managing information, in respect of which a learner is able to demonstrate the ability to gather information from a range of sources, including oral, written or symbolic texts, to select information appropriate to the task, and to apply basic processes of analysis, synthesis and evaluation on that information.
- g) Producing and communicating information, in respect of which a learner is able to demonstrate the ability to communicate information reliably, accurately and coherently, using conventions appropriate to the context, in written and oral or signed form or in practical demonstration, including an understanding of and respect for conventions around intellectual property, copyright and plagiarism, including the associated legal implications.
- h) Context and systems, in respect of which a learner is able to demonstrate the ability to operate in a range of familiar and new contexts, demonstrating an understanding of different kinds of systems, their constituent parts and the relationships between these parts, and to understand how actions in one area impact on other areas within the same system.
- i) Management of learning, in respect of which a learner is able to demonstrate the ability to evaluate his or her performance or the performance of others, and to take

	<p>appropriate action where necessary; to take responsibility for his or her learning within a structured learning process; and to promote the learning of others.</p> <p>j) Accountability, in respect of which a learner is able to demonstrate the ability to account for his or her actions, to work effectively with and respect others, and, in a defined context, to take supervisory responsibility for others and for the responsible use of resources, where appropriate.</p>
	<p><b><u>Programme Level 3 content syllabus</u> :SAQA Level descriptor for NQF Level Six</b></p>
	<p>a) Scope of knowledge, in respect of which a learner is able to demonstrate: detailed knowledge of the main areas of one or more fields, disciplines or practices, including an understanding of and the ability to apply the key terms, concepts, facts, principles, rules and theories of that field, discipline or practice to unfamiliar but relevant contexts; and knowledge of an area or areas of specialisation and how that knowledge relates to other fields, disciplines or practices.</p> <p>b) Knowledge literacy, in respect of which a learner is able to demonstrate an understanding of different forms of knowledge, schools of thought and forms of explanation within an area of study, operation or practice, and awareness of knowledge production processes.</p> <p>c) Method and procedure, in respect of which a learner is able to demonstrate the ability to evaluate, select and apply appropriate methods, procedures or techniques in investigation or application processes within a defined context.</p> <p>d) Problem solving, in respect of which a learner is able to demonstrate the ability to identify, analyse and solve problems in unfamiliar contexts, gathering evidence and applying solutions based on evidence and procedures appropriate to the field, discipline or practice.</p> <p>e) Ethics and professional practice, in respect of which a learner is able to demonstrate an understanding of the ethical implications of decisions and actions within an organisational or professional context, based on an awareness of the complexity of ethical dilemmas.</p> <p>f) Accessing, processing and managing information, in respect of which a learner is able to demonstrate the ability to evaluate different sources of information, to select information appropriate to the task, and to apply well-developed processes of analysis, synthesis and evaluation to that information.</p> <p>g) Producing and communicating information, in respect of which a learner is able to demonstrate the ability to present and communicate complex information reliably and coherently using appropriate academic and professional or occupational conventions, formats and technologies for a given context.</p> <p>h) Context and systems, in respect of which a learner is able to demonstrate the ability to make decisions and act appropriately in familiar and new contexts, demonstrating an understanding of the relationships between systems, and of how actions, ideas or developments in one system impact on other systems.</p> <p>i. Management of learning, in respect of which a learner is able to demonstrate the ability to evaluate performance against given criteria, and accurately identify and address his</p>



	<p>or her task-specific learning needs in a given context, and to provide support to the learning needs of others where appropriate.</p> <p>i) Accountability, in respect of which a learner is able to demonstrate the ability to work effectively in a team or group, and to take responsibility for his or her decisions and actions and the decisions and actions of others within well-defined contexts, including the responsibility for the use of resources where appropriate.</p> <p>j) The proposals should provide the proposed curriculums and as much content information as possible to allow the evaluators to assess both content and the bidders' capacity for the required customisation phase.</p>
	<p><b>CUSTOMISATION</b></p> <p>a) Level 1 - Programme-E-learning: The NRF requires a service provider to customise its e-learning management development programme to include aspects of the NRF unique business operations. Where modules do not meet NRF requirements or enhance the learning objects these are removed.</p> <p>b) Level 2 - New-to-Management Programme: The NRF requires a service provider to customise its management development programme to include aspects of the NRF unique business operations. Where modules do not meet NRF requirements or enhance the learning objects these are removed.</p> <p>c) Level 3 - Management Development Programme: The NRF requires a service provider to customise its management development programme to include aspects of the NRF unique business operations. Where modules do not meet NRF requirements or enhance the learning objects these are removed.</p> <p>d) For level 2 and 3: a research component must be included being a case study of an existing NRF business challenge and to produce proposals for the remedying of the challenge.</p> <p>Points / areas of integration between the two levels should be indicated clearly in the design of the programme; areas of differentiation and distinction between the two levels should be indicated.</p>
	<p><b>PROGRAMME DESIGN</b></p> <p>The customisation of the programme should explore examples and case studies that are relevant to the nature of the NRF as a state-funded agency, funding researchers and providing research platforms to generate knowledge for the country. Programme modules should be designed and customised to align to the following:</p> <p>a) Operational challenges and priorities that the NRF is currently experiencing, such as the formulation and linking of operational plans to financial budgets;</p> <p>b) Organisational priorities and challenges in people management, transformation and change management, project management, stakeholder relations, governance ethics</p>

	<p>and values, and strategic leadership;</p> <ul style="list-style-type: none"> <li>c) The core business of the NRF, and related dynamics in its operating environment from various perspectives, such as socio-economic, transformation, and technological perspectives;</li> <li>d) The strategic plan and priorities of the NRF, and how it translates into the business / performance plan and scorecard, performance management, and individual and organisational performance and development;</li> <li>e) Appropriate individual and group assignments that are relevant to the NRF and its business should be included in the programme at both levels;</li> <li>f) Input from select contributors in the NRF and select partners /stakeholders in its sector of operation should be accommodated; these contributions should be effectively integrated into the design and customisation of the programme; and</li> <li>g) Where appropriate, value-adding company visits should be included in the design of the programme.</li> </ul> <p>As much content information as possible is provided upfront per module; this information form the foundation for the customisation phase and will be used in the evaluation phase.</p> <p>Provision for sign-off of the course material by the NRF per module prior to presentation of the module to participants.</p>
	<p><b>PROGRAMME DELIVERY</b></p> <ul style="list-style-type: none"> <li>a) For levels two and three of the programme, the program outlines the NRF pre-entry requirements (provided by the NRF internally) and the service provider’s candidate psychometry assessment;</li> <li>b) Expert facilitators /faculty with proven track records are deployed appropriately on the programme; relevant detail is provided per module, indicating areas of expertise and track records /extent of experience of the module facilitator;</li> <li>c) Appropriate /best practice approaches and methodologies are employed in the delivery of the programme; these are outlined clearly, and are open to input by the NRF where required;</li> <li>d) Contributions from selected NRF managers /or executives /or select partners / stakeholders, is accommodated in various forms, such as guest presentations, and is integrated into the delivery of the programme; this integration is indicated clearly in the programme delivery outline; and</li> <li>e) Structured feedback is provided to the NRF at regular intervals during the course of the project; the feedback is on both content and implementation aspects of the programme; such feedback opportunities are indicated clearly in the delivery outline.</li> </ul>

	<p><b>ACCREDITATION AND CERTIFICATION</b></p> <p>Accreditation of the bidding institution by the Council on Higher Education (CHE) is mandatory. Failure is disqualification. Evidence of such accreditation must be provided. Participants who complete the programme successfully and meet all set requirements of the programme are to be certified accordingly by the appointed institution.</p>
	<p><b>PROJECT PLAN</b></p> <p>a) A project plan detailing the various stages of the project, and related activities per stage from project initiation to closure must be provided. The plan should include a clear indication of project roles and responsibilities, and points of interface with the NRF working group; and</p> <p>b) The plan should cover the five-year period in which the programme will be offered, and should reflect the three, concurrent, staggered streams of the programme per year.</p>
<p><b>PRICING DETAIL</b></p>	
<p><b>SBD 3 - Pricing Schedule for the Duration of the Contract</b> (SBD 3.1 –Firm Unit Pricing)</p>	
<p><u>NOTE</u></p>	
<p>PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM CONSISTING OF FIRM PRICES AT DATE OF BID SUBJECT TO ADJUSTMENT(S) IN TERMS OF THE FOLLOWING FORMULA, DEFINED AREAS OF COST AND DEFINED PERIODS.</p>	
<p>Bidders must complete the section “Non-Firm Prices Subject to Escalation” if applicable and/or the section “Prices Subject to Rate of Exchange Variations” if applicable. Where neither of these sections are completed, the unit prices are deemed “Firm Unit Pricing”</p>	
<p>In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point</p>	
<p>Price quoted is fully inclusive of all costs including delivery to the specified NRF Business Unit geographical address and includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.</p>	
<p>Detailed information i.e. the costed bill of quantities is optional and is provided as annexure to the details provided</p>	
<p>The NRF accepts no changes, extensions, or additional ad hoc costs to the pricing</p>	

conditions of the contract once both parties have signed the contract.

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

**THE FOLLOWING ESTIMATION PRICE MODEL BELOW APPLIES (The quantities provided are for quoting purposes only)**

- a) The cost proposal must include all costs broken down into appropriate detail, but must disclose separately the tuition costs, the venue costs, catering costs, equipment, learning materials, etc. including escalations and contingencies;
- b) The costing proposal must be submitted under cover of the price quotation form SBD3.1 attached. The cost summary on the Standard Bidding Document 3.1 must include escalations. The detailed costing must be attached as an annexure;
- c) For costing purposes,
  - i. The modules of the programmes will be offered in three, concurrent, staggered streams/levels within a 12-month period for five years;
  - ii. The duration of the level 2 and 3 programmes is no longer than 12 months in the annual period, from orientation to final assessments;
  - iii. The e-learning programme duration is 12 months made up of two streams of 15 managers for a six month duration, a total of 30 managers per year for the qualification of NQF 4;
  - iv. Level 2 programme is 15 managers per year for the NQF level 5 qualification; and
  - v. Level 3 programme is 15 managers per year for the NQF level 6 qualification.
- d) The overall project costing should be appropriate for the scope of work indicated herein;
- e) The service provider provides all training manuals/material; and
- f) Greater detail is required per section where applicable, especially venue, catering, learner support, etc. to support the summary SBD3 table below.

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

Complete separately for Year One, Year Two, Year Three, Year Four, Year Five

<b>YEAR ONE</b>	<b>Aspiring Managers E-Learning Programme (Level Three)</b>		<b>New Middle Managers Programme (Level Two)</b>		<b>Middle Managers Programme (Level Three)</b>	
<b>Budget item</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>
1. Course Design /Development / Customisation						
2. Course Material						
3. Pre-Course Assessments						
4. Course Facilitation / Lectures						
5. Course assignments / Examinations						
6. In-Course Support (incl. Coaching)						
7. Post-Course Support						
8. Course Venue(s) & Equipment						
9. Course Catering						

<b>BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)</b>						
10. Graduation (incl. Ceremony)						
11. Course / Project Administration						
12. Course Communication (incl. Brochures)						
13. Learner Transport (company visits)						
14. Facilitator Travel						
15. Facilitator Accommodation						
SUB-TOTALS PER LEARNER PER PROGRAMME LEVEL						
SUB-TOTALS PER YEAR ONE						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

<b>YEAR TWO</b>	<b>Aspiring Managers E-Learning Programme (Level Three)</b>		<b>New Middle Managers Programme (Level Two)</b>		<b>Middle Managers Programme (Level Three)</b>	
<b>Budget item</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>
1. Course Design /Development / Customisation						
2. Course Material						
3. Pre-course Assessments						
4. Course Facilitation / Lectures						
5. Course assignments / Examinations						
6. In-Course Support (incl. Coaching)						
7. Post-Course Support						
8. Course Venue(s) & Equipment						
9. Course Catering						
10. Graduation (incl. Ceremony)						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

11. Course / Project Administration						
12. Course Communication (incl. Brochures)						
13. Learner Transport (company visits)						
14. Facilitator Travel						
15. Facilitator Accommodation						
SUB-TOTALS PER LEARNER PER PROGRAMME LEVEL						
SUB-TOTALS PER YEAR TWO						



**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

<b>YEAR THREE</b>	<b>Aspiring Managers E-Learning Programme (Level Three)</b>		<b>New Middle Managers Programme (Level Two)</b>		<b>Middle Managers Programme (Level Three)</b>	
<b>Budget item</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>
1. Course Design / Development / Customisation						
2. Course Material						
3. Pre-course Assessments						
4. Course Facilitation / Lectures						
5. Course assignments / Examinations						
6. In-Course Support (incl. Coaching)						
7. Post-Course Support						
8. Course Venue(s) & Equipment						
9. Course Catering						
10. Graduation (incl. Ceremony)						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

11. Course /Project Administration						
12. Course Communication (incl. Brochures)						
13. Learner Transport (company visits)						
14. Facilitator Travel						
15. Facilitator Accommodation						
SUB-TOTALS PER LEARNER PER PROGRAMME LEVEL						
SUB-TOTALS PER YEAR THREE						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

<b>YEAR FOUR</b>	<b>Aspiring Managers E-Learning Programme (Level Three)</b>		<b>New Middle Managers Programme (Level Two)</b>		<b>Middle Managers Programme (Level Three)</b>	
<b>Budget item</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>
1. Course Design / Development / Customisation						
2. Course Material						
3. Pre-course Assessments						
4. Course Facilitation / Lectures						
5. Course assignments / Examinations						
6. In-Course Support (incl. Coaching)						
7. Post-Course Support						
8. Course Venue(s) & Equipment						
9. Course Catering						
10. Graduation (incl. Ceremony)						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

11. Course /Project Administration						
12. Course Communication (incl. Brochures)						
13. Learner Transport (company visits)						
14. Facilitator Travel						
15. Facilitator Accommodation						
SUB-TOTALS PER LEARNER PER PROGRAMME LEVEL						
SUB-TOTALS PER YEAR FOUR						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

<b>YEAR FIVE</b>	<b>Aspiring Managers E-Learning Programme (Level Three)</b>		<b>New Middle Managers Programme (Level Two)</b>		<b>Middle Managers Programme (Level Three)</b>	
<b>Budget item</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>	<b>Cost per item</b>	<b>Cost per Delegate</b>
1. Course Design / Development / Customisation						
2. Course Material						
3. Pre-course Assessments						
4. Course Facilitation / Lectures						
5. Course assignments / Examinations						
6. In-Course Support (incl. Coaching)						
7. Post-Course Support						
8. Course Venue(s) & Equipment						
9. Course Catering						
10. Graduation (incl. Ceremony)						

**BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)**

11. Course / Project Administration						
12. Course Communication (incl. Brochures)						
13. Learner Transport (company visits)						
14. Facilitator Travel						
15. Facilitator Accommodation						
SUB-TOTALS PER LEARNER PER PROGRAMME LEVEL						
SUB-TOTALS PER YEAR FIVE						
GRAND TOTAL (VAT INCLUSIVE) FOR YEARS ONE TO FIVE						

## PREFERENCE POINTS CLAIMED (SBD 6.1)

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

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

The following preference point systems are applicable to all bids:

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

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

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

THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS:

**POINTS**

**PRICE**

**90**

**B-BBEE STATUS LEVEL OF CONTRIBUTION**

**10**

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

**100**

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

BBEE Status Level of Contributor per B-BBEE Certificate	Preference Points Claimed
1	10
2	9
3	8
4	5
5	4

6	3
7	2
8	1
Non-Compliant	0
<p>Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p>	
<p>The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.</p>	
<p>A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a valid BBBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a></p> <p>A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.</p> <p>A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.</p> <p>A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.</p> <p>A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.</p>	



<p>A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.</p>	
<p><b>BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:</b></p>	
<p>B-BBEE Status level claimed</p>	
<p>Preference Points claimed</p>	
<p><b>BID DECLARATION: SUB-CONTRACTING</b></p>	
<p>Will any portion of the contract be sub-contracted?</p>	<p>YES / NO</p>
<p>If Yes, indicate:</p>	
<p>What percentage of the contract will be subcontracted?</p>	
<p>Names of the sub-contractor</p>	
<p>The B-BBEE status level of the sub-contractor</p>	
<p>Whether the sub-contractor is an EME?</p>	<p>YES / NO</p>
<p>I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:</p> <p>The information furnished is true and correct;</p> <p>The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations;</p> <p>In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction 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>	

	<p>Disqualify the Bidder from the bidding process;</p> <p>Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct;</p> <p>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;</p> <p>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</p> <p>Forward the matter for criminal prosecution.</p>
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**DUE DILIGENCE REQUIREMENTS**

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

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

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

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

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

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

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

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

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

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium <sup>3</sup> will not be construed as collusive bidding.

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

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

	<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 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><sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of</p>		
<b>SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES</b>			
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="244 1305 1177 1485"> <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> </td> <td data-bbox="1177 1305 1422 1485" style="text-align: center;">YES / NO</td> </tr> </table>	<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
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	<table border="1" style="width: 100%;"> <tr> <td data-bbox="244 1507 1177 1686"> <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> </td> <td data-bbox="1177 1507 1422 1686" style="text-align: center;">YES / NO</td> </tr> </table>	<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
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	<table border="1" style="width: 100%;"> <tr> <td data-bbox="244 1697 1177 1883"> <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> </td> <td data-bbox="1177 1697 1422 1883" style="text-align: center;">YES / NO</td> </tr> </table>	<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
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	<table border="1" style="width: 100%;"> <tr> <td data-bbox="244 1895 1177 2029"> <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</p> </td> <td data-bbox="1177 1895 1422 2029" style="text-align: center;">YES / NO</td> </tr> </table>	<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</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</p>	YES / NO		

schedule:	
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	
<b>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</b>	
<p>Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:</p> <p style="padding-left: 40px;">The Bidder is employed by the State; and/or</p> <p style="padding-left: 40px;">The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.</p>	
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>	
Full Name of Bidder or his/her representative	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement	
Tax Reference Number:	
VAT Registration Number:	
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must	

be indicated in a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule	YES / NO
Name of person/ director/ trustee/ shareholder/member:	
Name of state institution at which you or the person connected to the Bidder is employed	
Position occupied in the state institution	
Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO

If so, furnish particulars as an attached schedule:

## **CONTRACT PERIOD**

The successful bidder will be contracted for a period of five (5) years and three (3) months, subject to ongoing performance review of the programmes annually and a mid-term review conducted in the second quarter of the third year of the contract. The contract period commences from the date that both parties sign the contract (SBD7).

- a) It is envisaged that the modules of the programmes will be offered in three, concurrent, staggered streams/levels within a 12-month period for five years;
- b) The duration of each stream/level should be no longer than 12 months in the annual period, from orientation to final assessments.
- c) Detail on the duration and scheduling of study blocks and modules, assignments, company visits and examinations must be provided per stream/level.
- d) The programmes should be launched once the both parties agree and sign the contractual obligations.

## **OBLIGATIONS OF EACH PARTY**

### **National Research Foundation**

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

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

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

- 2.1. The NRF Project Manager responsible for managing the performance of the service provider is Ms Gladys Boakye, Training and Organisational Development Manager, Corporate Human Resources Department.

#### **3. Key Resource Management**

- 3.1. In the event of the resignation of a key resource on the project, the appointed service provider will endeavour to replace that person within a reasonable time period, in consultation with the NRF, or otherwise agree to a change of scope of the project

#### **4. Project Plan Management**

- 4.1. At the commencement of the contract, the project plan as submitted in the bid documents becomes the final project plan to manage the project.
- 4.2. A project start up meeting is held after signing the contract to finalise the implementation and management of the project.
- 4.3. A final project plan inclusive of all changes from the start up meeting is presented by the service provider to the NRF Project Manager for approval.

#### **5. Contract Communication**

- 5.1. The NRF communicates all communications in writing as well as through email.
- 5.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.
- 5.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

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

- 6.1. Incidental services are specified in the incidental services clause.
- 6.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.
- 6.3. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued.
- 6.4. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.
- 6.5. 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):
  - 6.5.1. Purchase Order Number
  - 6.5.2. Contract Number
  - 6.5.3. Quantity
  - 6.5.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;
  - 6.5.5. Catalogue number if applicable;
  - 6.5.6. Unit price per this contract;
  - 6.5.7. Delivery Date;
  - 6.5.8. Business unit code; and
  - 6.5.9. The specific delivery site.

**7. Performance Management**

- 7.1. The NRF measures performance throughout the contract life.
- 7.2. The NRF has regular performance review with the contractor.
- 7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.

**PERFORMANCE LEVELS**

Service being Measured	Measurement	Minimum level
Quality of programme content/module	As per delegate review feedback	GOOD
Quality of learning tools	Evaluation feedback	GOOD
Quality of learning environment	Site inspection	GOOD
Quality of programme (s) delivery	As per delegate review	GOOD



## CONTRACTED BIDDER

### 1. Managing the Contract

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

### 2. Contract Manager

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

### 3. Key Resource Management

3.1. In the event of the resignation of a key resource on the project, the appointed service provider will endeavour to replace that person within a reasonable time period, in consultation with the NRF, or otherwise agree to a change of scope of the project

### 4. Project Plan Management

4.1. The bidder updates the project plan as submitted in the bid documents to manage the project and submits the project plan for review as part of the start-up meeting.

4.2. A project start up meeting is held after signing the contract to finalise the implementation and management of the project.

4.3. A final project plan inclusive of all changes from the start up meeting is presented by the service provider to the NRF Project Manager for.

### 5. Communication

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

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

### 6. Monthly Status Meeting

6.1. Monthly status meetings between the NRF project manager and the service provider project manager is required and includes updates on the project plan.

### 7. Feedback

7.1. The service provider shall provide a monthly feedback report to the NRF for the duration of the project.

### 8. Performance Meetings

8.1. The service provider shall attend quarterly performance meetings.

### 9. Dispute Resolutions

9.1. Dispute resolution shall be through formalised meetings with followed up action plans in writing.

### 10. Corrective Action Plans

10.1. Action plans shall be monitored by both parties with monthly written updates

### 11. Health and Safety Requirements

11.1. 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.

11.2. The contracted supplier ensures all work performed and/or equipment used on

	<p>site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>11.3. 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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## **GENERAL CONDITIONS OF CONTRACT**

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

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

<b>GCC1</b>	<p><b>1. Definitions - The following terms shall be interpreted as indicated:</b></p>
	<p>1.1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2. “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3. “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6. “Country of origin” means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7. “Day” means calendar day.</p> <p>1.8. “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>1.10. “Delivery into consignees store or to his site” means delivered and</p>

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

	<p>copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<b>GCC6</b>	<b>6. Patent rights</b>
	<p>6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
<b>GCC7</b>	<b>7. Performance security</b>
	<p>7.1. Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2. a cashier's or certified cheque</p> <p>7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
<b>GCC7 SCC</b>	Not Applicable
<b>GCC8</b>	<b>8. Inspections, tests and analyses</b>
	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3. If there are no inspection requirements indicated in the bidding</p>

	<p>documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.</p> <p>8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
GCC8 SCC	Not Applicable
GCC9	<b>9. Packing</b>
	<p>9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, 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</p>

	the purchaser.
<b>GCC10</b>	<b>10. Delivery and Documentation</b>
	<p>10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2. Documents to be submitted by the supplier are specified in SCC.</p>
<b>GCC10 SCC</b>	<p>NRF representative verifies both delivery and performance prior to signing a certificate of delivery / installation / progress milestone / commissioning evidencing such performance.</p> <p>The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.</p>
<b>GCC11</b>	<b>11. Insurance</b>
	<p>11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.</p>
<b>GCC12</b>	<b>12. Transportation</b>
	<p>12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
<b>GCC13</b>	<b>13. Incidental services</b>
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties</p>

	by the supplier for similar services.
GCC13 SCC	Incidental services includes all incidentals to the management and delivery of the Management Development Program not listed in this document
GCC14	<b>14. Spare parts</b>
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2. in the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC14 SCC	Not Applicable
GCC15	<b>15. Warranty</b>
	<p>15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5. If the supplier, having been notified, fails to remedy the defect(s) within</p>



	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.
GCC15 SCC	Not Applicable
GCC16	<b>16. Payment</b>
	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC</p>
<b>GCC16 SCC</b>	<p>Method and conditions of payment are as follows:</p> <p>The NRF only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests.</p> <p>The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit.</p> <p>The NRF does not settle invoices for outstanding goods or services.</p> <p>Payment is made in the South African rands.</p>
GCC17	<b>17. Contract amendment</b>
	<p>17.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
GCC18	<b>18. Assignment</b>
	<p>18.1. 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>
GCC19	<b>19. Subcontract</b>
	<p>19.1. 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	<b>20. Delays in supplier's performance</b>
	<p>20.1. 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>20.2. 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>20.3. 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>20.4. 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>20.5. 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>20.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
GCC21	<b>21. Penalties</b>
	<p>21.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>

<b>GCC21 SSC</b>	<b>PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED</b>	
	<b>Situation Requiring Penalty</b>	<b>Penalty where below minimum</b>
	Change of learning environment without NRF consent	The NRF RESERVES THE RIGHT TO CANCEL THE CONTRACT IF ANY OF THESE RISK AREAS OCCUR
	Replacement of learning facilitator without NRF prior consultation	
	Late provision of learning materials	
Delayed feedback assessment results		
<b>GCC22</b>	<b>22. Termination for default</b>	
	<p>22.1. 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>22.1.1. 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>22.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>22.1.3. 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>22.2. 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>22.3. 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>22.4. 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</p>	

	<p>supplier.</p> <p>22.5. 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>22.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>22.6.1. the name and address of the supplier and / or person restricted by the purchaser;</p> <p>22.6.2. the date of commencement of the restriction</p> <p>22.6.3. the period of restriction; and</p> <p>22.6.4. 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>22.7. 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>
GCC23	<b>23. Anti-dumping and countervailing duties</b>
	<p>23.1. 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	<b>24. Force Majeure</b>
	<p>24.1. 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>24.2. 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	<b>25. Termination for insolvency</b>
	<p>25.1. 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>
GCC26	<b>26. Settlement of disputes</b>
	<p>26.1. 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>26.2. 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>26.3. 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>26.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>26.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>26.5.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>26.5.2. the purchaser shall pay the supplier any monies due the supplier.</p>

GCC27	<b>27. Limitation of liability</b>
	<p>27.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>27.1.1. 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>27.1.2. 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>
GCC28	<b>28. Governing language</b>
	<p>28.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
GCC29	<b>29. Applicable law</b>
	<p>29.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
GCC30	<b>30. Notices</b>
	<p>30.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>30.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
GCC31	<b>31. Taxes and duties</b>
	<p>31.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>31.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>31.3. No contract shall be concluded with any bidder whose tax matters are</p>

	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
GCC32	<b>32. National Industrial Participation Programme</b>
	32.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC33	<b>33. Prohibition of restrictive practices</b>
	<p>33.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>33.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>33.1. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or 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.</p>
<b>BID SCC</b>	<b>Intellectual property provided in the bid invitation</b>  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
<b>BID SCC</b>	<b>Intellectual property contained in the deliverables</b>  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.
<b>BID SCC</b>	<b>Third Party Warranty</b>  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.	
<b>BID SCC</b>	<b>Third Party Agreements</b>	
	No agreement between the contracted party and the third party is binding on the NRF.	
<b>BID SCC</b>	<b>Contracted Party Due Diligence</b>	
	The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.	
<b>BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT</b>		
1	Proposal to Technical Specification	
<b>BIDDERS DETAIL PRICE SCHEDULES</b>		
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:	
<b>BID SUBMISSION CERTIFICATE FORM - (SBD 1)</b>		
	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	Pricing Schedule(s) (SBD3) including detailed schedules attached



	as attached to this document	CSD / Tax clearance letter
	Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)
	Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate	
	Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)
	NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable
	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	