



National Research Foundation

INVITATION TO BID (SBD 1)

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

BID NUMBER:	NRF/iTHEMBA LABS/2014-15:07	CLOSING DATE:	02 MARCH 2015	CLOSING TIME	11:00
--------------------	-----------------------------	----------------------	---------------	---------------------	-------

BID DESCRIPTION

Acquisition, Installation, and Commissioning of a Graphite Furnace Atomic Absorption Spectrometer (GFAAS) in the Department of Radionuclide Production at iThemba LABS

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

BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX SITUATED AT:

EITHER PHYSICALLY OR BY COURIER		
iThemba LABS Reception Area		
Old Faure Road		
Faure		
Cape Town		
7131		

Bidders should timeously deliver bids to the correct address. If the bid is late at the NRF address, it is not considered.

The bid box is open from 08h00 to 16h30 South African times, 5 days a week (Monday to Friday).

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS IN THIS INVITATION (NOT TO BE RE-TYPED) WITH ADDITIONAL INFORMATION ON ATTACHED SUPPORTING SCHEDULES

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011, THE GENERAL CONDITIONS OF CONTRACT (NRF WEBSITE) AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.

THE FOLLOWING PARTICULARS MUST BE FURNISHED AS LEAD PAGE OF THE BID RESPONSE

BID NUMBER: NRF/iTHEMBA LABS/2014-15:07	CLOSING DATE: 02 MARCH 2015	CLOSING TIME	11:00
--	------------------------------------	---------------------	-------

NAME OF BIDDER

REPRESENTED BY

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER	CODE	NUMBER
-------------------------	-------------	---------------

CELL PHONE NUMBER	CODE	NUMBER
--------------------------	-------------	---------------

FACSIMILE NUMBER	CODE	NUMBER
-------------------------	-------------	---------------

E-MAIL ADDRESS

(Stipulate)
VAT REGISTRATION NUMBER:

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES or NO

PREFERENCE CLAIM FORM BEEN SUBMITTED FOR YOUR PREFERENCE POINTS? (SBD 6.1) YES or NO

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST SUPPORT PREFERENCE POINTS CLAIMED)

IF YES, WHO WAS THE B-BBEE CERTIFICATE ISSUED BY

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR

A REGISTERED AUDITOR

[Tick Applicable Box]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? YES or NO

IF YES ENCLOSE PROOF

SIGNATURE OF BIDDER _____

NAME of BIDDER _____

DATE _____

CAPACITY UNDER WHICH THIS BID IS SIGNED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person: **Technical Enquiries:** Dr C Naidoo
Tel: +27 (0) 21 843 1260
Email: clive@tlabs.ac.za

Contact Person: **Supply Chain Management:** Ms N Pietersen/ Mr L Sabsana
Tel: +27 (0) 21 843 1345/1379
Email: npietersen@tlabs.ac.za or luyolo@tlabs.ac.za or scm@tlabs.ac.za

BID RESPONSE SUBMISSION FORMAT / CHECKLIST

No of originals	1	Number of bid pack copies	4
Pack split into "Technical" and "Awarding" Sections	<u>Yes</u>	Two envelope system required	<u>Yes</u>
Please tick applicable Proposal – Bidder's B-BBEE Transformation Program			Yes/ No
Certified copies of certificate of incorporation (as per entity type)			Yes/ No

1. Background to the National Research Foundation and its business units

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

2. Context: where and how intended to be used

The equipment will be implemented in the Department of Radionuclide Production at iThemba LABS at Faure, South Africa. The new Graphite Furnace Atomic Absorption Spectrometer will replace a 24-year old Varian spectrometer. The new spectrometer will be used in routine QC of radionuclide product solutions, and in-process analyses of working solutions used in radionuclide production processes. The machine is also expected to be used in promoting Research and Developmental work.

3. Objective of the bid

iThemba LABS, as a national facility of the National Research Foundation, seeks to appoint a service provider to provide, install, and commission a Graphite Furnace Atomic Absorption Spectrometer in the Department of Radionuclide Production at iThemba LABS, Faure, according to the specifications provided in this BID.

4. Scope of Work to be done

4.1 Layout of facilities and the available space

The layout of the existing laboratory and available desk space for the required spectrometer is 1700mm Length (L) x 700mm Width (W). Gas storage facilities reside outside the laboratory and running water is available inside the laboratory. Gas ventilation exists in the laboratory for removal of waste gas from the spectrometer.

Suppliers are requested to make a BID proposal for the provisioning, installation, testing, commissioning, and handover including supervision of the installation of the spectrometer. The supplier has to provide any directives as to how the site at the Department of Radionuclide Production is to be prepared for installation of the spectrometer.

Bidders are required to bid for a fully functional Graphite Furnace Atomic Absorption Spectrometer with all the relevant component parts. This includes the furnace system inclusive of water cooling and inert sheath gas control; with source lamps, optics, and detector system. A compulsory liquid auto-sampler and washing system is required. The bid must include an external control PC with accompanying control software.

4.2 Deliverables

The main components in the system to be supplied are: the furnace system; the furnace water cooling system and the inert gas sheath system; a source lamp carousel, optics, and detector system; sampling is to be provided by an auto-sampler with a washing system; the system control computer and software. In addition, deliverables comprise as well: testing of the equipment at the factory location before shipping, supervision of the installation and commissioning, testing on site, training in use, maintenance schedule, after sales support, and warranties.

4.3 Specifications of the components

The following section presents a minimum set of specifications for a fully integrated graphite furnace atomic absorption spectrometer that must comply with demands as an analytical instrument capable of determining the concentration of elements accurately and repeatedly at the ultra-trace level limits (ppb and sub-ppb range). The control system hardware and software components shall be compatible with local electrical requirements and have appropriate connectors.

4.3.1 Existing infrastructure to house the spectrometer

4.3.1.1 The physical space available for the implementation of all components pertaining to the bid is about 1.2 m² of laboratory desktop space. There is also at least the same amount of space available below this desktop.

4.3.2 Materials: The supply of the equipment must comply with parameters regulated by the engineering authorities in the country of manufacturing as well as in South Africa.

4.3.3 Specification for the Spectrometer

The following component parts are expected to be provided – a certain amount of integration is expected.

- Zeeman Furnace Head supporting Zeeman background correction.
- Furnace power supply.
- Furnace auto-sampler.
- Graphite Curvettes (as required)
- Cooling water recirculator (optional)
- Gas system (internal flow)
- Optics
- Video display of the furnace cuvette (optional)

4.3.4 Details of Furnace Head

Curvettes are supposed to be self-aligning and are to be easily exchanged when needed. A gas purging (inert or alternative gas option) system for protection of the cuvette must be available. A Temperature control system with optical feedback control is expected to be standard.

4.3.5 Details of Furnace Control

Complete monitoring of furnace safety interlocks is expected with comprehensive furnace program storage in software – including all relevant spectrometer and auto-sampler parameters. Furnace cycle programming should be fully software controllable for temperature, time, gas type and flow rate, ramp rates, read phase, and non-linear ramp functions. Complete control of the furnace via the power supply must be realized through the spectrometer control software/hardware interface.

4.3.6 Details of Furnace Auto-Sampler

- Must be integrated with furnace control to provide concurrent operation.
- The dispensing syringe must be visible and easily accessible for routine maintenance. Syringe volume options to be stated in bid.
- Must support at least a 1 (one) litre wash vessel for long unattended analyses.
- Must support a wide volume of sample cups.
- The auto-sampler must be fully configurable via customizable loading guides.

4.3.7 Details of Furnace cooling water

If a water recirculating system is offered for furnace cooling, the details should be stated in the bid. Otherwise, specific flow or pressure parameters should be listed, to satisfy the conditions for efficient furnace cooling using a conventional water source.

4.3.8 Details of Optics

- Monochromators must be self-calibrating, providing automatic wavelength and spectral band pass setup.
- All optics must be sealed from dust and dirt and designed to offer the maximum signal to noise ratio.
- The spectrometer must support single or multi-element, uncoded, or data coded hollow cathode lamps (HCL). Each carousel position must have its own independent power supply.
- Auto-alignment of the lamp carousel must ensure maximum light throughput to the detector.
- The wavelength range offered by the detecting photomultiplier should be 180 – 900 nm.

4.3.9 Specifications for computer control system

The system shall run on a modern PC with a Windows 7 (Microsoft) operating system to allow for future third upgrades or replacements. The bidder must be clear as to the long-term support of the control system. Any system-specific hardware additions or modifications required shall be specified in advance and provided as part of the package.

The software must support a user friendly interface and the supplier must specify the capabilities and what the control system can provide, including:

- All required hardware components.
- Software routines, libraries and licenses.

- Should provide a range of wizard based procedures and methods for rapid instrument setup, easy operation, and simple method development.
- All documentation (including full operating and servicing manuals; safety and security requirements; system specification; and user's manual) must be provided.
- The control software must store all raw results and parameters in a single database for easy accessibility – including the export of selected data to other applications for further processing.
- Support of data coded HCLs to record lamp usage.
- Provide a complete software infrastructure for calibration, full graphical display, QC reporting, printing, and extensive on line context sensitive help.

iThemba LABS should be permitted to update and or purchase additional modules or upgrades according to quotations.

4.3.10 Video display of the furnace cuvette

To provide images of the events occurring in the graphite furnace cuvette, a camera integrated into the spectrometer should monitor sample injection and behaviour during the different phases of the furnace program

4.3.11 Testing, installation, commissioning and handover

The supplier will ensure that the spectrometer is tested properly at the factory and is operating optimally. Acceptance tests will be carried out at iThemba LABS after installation. The supplier agrees that personnel of iThemba LABS will be part of the people performing the acceptance tests. The specifications, as set in this document, have to be met, of which the most important points are listed below:

- The supplier must supervise all aspects of the installation process at iThemba LABS and the commissioning of the spectrometer, following a time plan that will be agreed upon.
- Documentation of the installation, testing, and commissioning must be provided as signed off work as proof of correct and successful completion.
- The supplier must provide a test suite of analyses as part of their documentation to ensure that the spectrometer is operating at the specified accuracy and analytical specifications advertised.

4.3.12 Verification and Certification

It is required by iThemba LABS that the spectrometer performance be validated and certified under an IQ/OQ/PQ paradigm. It is required of the supplier that he includes in the bid the basis for such qualification services. If specific software is required to perform these qualifications – it must be clearly listed.

4.3.13 Maintenance and support

Complete reference and user manuals should be provided for all of maintenance, control and operational use of all the systems pertaining to this BID.

Bidders are to submit the required maintenance program for the system, detailing minor servicing, major servicing, procedures, cycles and specific times for maintenance schedules. The supplier must provide information on dedicated service organizations, supported by documentation including full disclosure of names, locations, training, and years of experience.

A documented service agreement must be established with the supplier to be available for at least 5 years from the time of commissioning of the spectrometer to assist in matters related to maintenance and operation. The supplier must specify clearly how they will be able to supply spare parts and advice in maintenance and system faults correction during the projected 10 years life span of the spectrometer.

The supplier must specify the time period for delivery of ordered parts for maintenance.

The supplier must provide a list of indispensable spare parts with specifications and costs. This will not be part of the bid.

The supplier must guarantee that they will have the needed spare parts or access to the required parts for maintenance and repairs.

If the manufacturer has discontinued the supply of a particular spare part, the supplier shall give iThemba LABS viable alternatives to acquiring the part from another manufacturer.

4.3.14 Training

The supplier must provide training on site after installation and commissioning of the spectrometer. The supplier must recommend the necessary time for training of operators and technical personnel – specific content of the training must be described.

4.3.15 After sales support, contacts and communication

If during the warranty period the equipment is not in working order, or not working satisfactorily owing to faulty material, design or workmanship, on notification the supplier will take immediate steps to rectify the defects and/or replace the affected parts on site and on own expense. The supplier must describe how they will ensure that the reported defects will be corrected and a plan of action should be drawn up that will guarantee that the repairs will be done in a reasonable period of time as agreed by both parties.

Pre-determined channels of communication should be defined to facilitate the after sales support.

4.3.16 Scope of work for warranty

The supplier agrees to provide the buyer with one year warranty after installation and commissioning date. Supplier should make available for assistance at no cost to the buyer during the period of warranty if problems arise in the operation of the spectrometer. This paragraph has to be read together with paragraph 4.3.14

4.3.17 Time for completion and delivery

The supplier should stipulate:

- a. The time for delivery of the spectrometer to iThemba LABS from the time of placement of an official order should be within 8-12 weeks.
- b. The time required for installation to handover; this must include all required training as set out in paragraph 4.3.13.
- c. The supplier must clearly specify before commencement of the installation that the site chosen for the spectrometer is satisfactory.

4.3.18 Applicable standards

The Supplier shall comply with international standard for electrical systems and ensure that the spectrometer and all of its component parts and systems satisfy the required local conditions.

5. Evidence of supply capacity

Bidders are required to provide a profile of themselves for evaluation of their capacity to perform the work. Details of the available resources are to be supplied to iThemba LABS.

Bidders are required to provide references of companies that bought similar equipment from the supplier, including maintenance work indicating names and contact numbers or e-mails. These will be used by the buyer to evaluate supplier experience in delivering the work required and the quality of such previous work.

6. Contract Management (Master Contract and Service Sub-contracts)

The award of this contract to the selected Service Providers establishes the master contract between the NRF and the appointed Service Providers applies to all of the NRF's Business Units.

All the components of the system must be provided according to the specifications given in paragraph 4.

The contract is inclusive of both 'downstream work' as specified in this document where the nature and quantity of work is not determinable at the commencement of this contract and 'variable delivered quantity' where the exact product/service is determined as specified at the commencement of this contract. Both the variable delivered quantity and the downstream work is advised to the contracted service providers as and when required during the contract period in the manner stipulated below:

Downstream work:

The contracted supplier provides the NRF's business unit with a detailed quotation of the work required upon receipt of such request under this master agreement.

The NRF's Business Unit will evaluate the work quotation received and, where necessary, request either further detail or negotiate on value of work quoted. The NRF's Business Unit will issue an official Purchase Order for the

agreed work prior to the commencement of such work.

All such purchase orders issued are in terms of this master contract.

Downstream upgrades must be agreed upon and be covered by the contract.

Variable Delivered Quantity:

The range of products / services required are specified in exact description including catalogue numbers and unit pricing in the master contract as set out in this contract.

The NRF's business unit determines the quantity, date of the required delivery and location of the delivery of the selected products/services from the list of products/services specified in this document. Pricing of the determined delivered quantity is fixed for each unit of products/services as specified in this document.

The NRF's Business Unit issues an official Purchase Order for the specified quantity per product/service description and required delivery date at the predetermined unit price set out in this document to the contracted service provider.

All such purchase orders issued are in terms of this master contract.

The appointed service provider reports to the specified NRF project manager.

Meetings, where needed, will be scheduled between both parties.

Taking into consideration that the potential life span of the spectrometer is more than 10years, the supplier shall commit to assist as necessary with all issues related to faults in operation and maintenance directives as required and requested by iThemba LABS during the whole period of 10 years of operation of the spectrometer.

iThemba LABS technical personnel will take care of the maintenance of the spectrometer by following procedures and time schedules provided by supplier, and therefore the need for maintenance by the supplier is not necessary.

7. Safety and Health Administration

The contracted supplier is solely responsible for the safety and well-being of its employees when working at the NRF's Business Unit. The contract supplier needs to supply iThemba LABS with a Health and Safety plan as stipulated in the Construction Regulations 5 (1) of the Occupational Health and Safety Act no.85 of 1993. Prior to commencement of installation the contract supplier needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.

8. Site Inspection / Briefing Sessions

After award the supplier must ensure that the infrastructure complies with the necessary norms for the installation and commissioning of the accelerator according to the original design, engineering directives and safety regulations.

A meeting between the supplier and the project managers at iThemba LABS shall take place to confirm that all specifications comply with infrastructure specifications as given in paragraph 4 as well as to make sure that all norms conform to international and South African regulations.

9. Product / Service Delivery Validation

Invoices are submitted to NRF. Representatives of the NRF will validate that delivery of goods / works / services has been made and at the required quality and on time. No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.

9.1 Penalties

iThemba LABS shall apply a monetary penalty based on the contract price and calculated using the current prime interest rate for every day of late delivery of goods or services. (Refer to Clause 22 of the General Conditions of Contract (GCC) of the National Treasury).

10. Payment Intervals

The NRF undertakes to pay **validated** invoices in full within thirty (30) days from the monthly statement date.

11. Pricing Schedule for the Duration of the Contract (Standard Bidding Document SBD3.1 and SBD3.3)

NOTE Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered

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

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

No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.

Bid price to be quoted in US Dollars.

Pricing is subject to the addition of Preference Points as stipulated in Section 23 below - Standard Bidding Document 6.1 Preference claim form.

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

BID PRICE IN US DOLLARS (ALL APPLICABLE TAXES INCLUDED)

<u>ITEM NO</u>	<u>QUANTITY (unit of measure)</u>	<u>DESCRIPTION OF WORKS / GOODS / SERVICES</u>	<u>BID/QUOTE PRICE</u>
1	1	Zeeman Furnace Head	
2	1	Furnace Power Supply	
4	1	Graphite Cuvettes	
5	1	Cooling Water Recirculator	
6	1	Gas System	
7	1	Computer control system	
8	1	Optics	
9	1	Testing, installation, commissioning and handover	
10	1	IQ/OQ/PQ Validation/Certification	
11	1	Training	
TOTAL			
12	Per Hour	Cost of Labour per hour	
13	Spares	First set of essential spares	
14	For unforeseen maintenance and repairs, quotation costs are to be determined at the time of such occurrence and submitted to the NRF Business Unit for consideration in accordance with contract performance clause and the NRF Business Unit will issue an official purchase order for the agreed cost of executing such unforeseen maintenance and repairs.		
ADDITIONAL PRICE ITEMS OR DETAIL PRICE SCHEDULES ATTACHED			YES NO
Brand and model	Attach information as additional schedules		
Country of origin			
Does the offer comply with the specification(s)?	*YES/NO		
If not to specification, indicate deviation(s) in a separate attached schedule			
Period required for delivery			

*Delivery:

Firm / Not Firm

Delivery basis

12. Selection and Awarding of Contract

This bid is evaluated through a two stage process.

12.1. Stage 1 – Selection of Qualified Bidders

- Bidders bid response / submission is evaluated against the bid invitation specifications as well as the bidder's capacity and capability.
- Evaluation is made in accordance to published evaluation criteria and the scoring set for each criterion.
- All qualifying bidders are shortlisted for the awarding stage.

12.2. Stage 2 – Awarding of the Contract

- Bidders are compared on a fair and equal basis taking into account all aspects of the proposals.
- The award criterion are:
 - **Price** – with the lowest priced bid on an equal and fair comparison basis receiving the highest price score as set out in the 2011 Preference Regulations.
 - **Preference** – preference points as claimed in the preference claim form are added to the price ranking scores and the highest combined score is nominated for the contract award.
 - **Administration** - Contracts are awarded where bidders have supplied the relevant administrative documentation especially the tax certificate.

The bid evaluation committee will, after the closing date, evaluate all submitted proposals' technical envelopes containing the technical information first.

Only those bidders that achieve the minimum competence/delivery level as set out in this bid are evaluated in the second stage (Price and Preference).

The minimum competency level for the technical evaluation is for bidders to score at least **seventy (70%)** on the technical evaluation.

The Total Technical Points Scored is the total of the evaluations scored per category multiplied by the weighting percentage for each category expressed as a percentage of the Total Technical Points.

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

Example Total Score – [(3 x 40x 4)+(4 x 30 x 4)+(5 x 30 x 4)] / [5 x 100 x 4] = [1560 /2000] = 78%

Each evaluator's percentage thus calculated are aggregated and divided by the number of evaluators to establish an overall percentage mark.

SELECTION CRITERIA

NO.	ELEMENT	Minimum Score
1	Matching of technical specifications stipulated in the bid document.	75
2	Frequency of maintenance period and service time.	10
3	Delivery time	5
4	Track record of Supplier (references supplied)	5
5	Financial soundness (Latest Audited Financial Statements)	5

13. General Conditions of Contract

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

14. Explanatory Notes to the Declarations in the SBD Documents

The explanatory notes for the SBD (SBD6.1 – Preference Points Claim form, SBD4 – Declaration of Interest, SBD8 – Past Supply Chain Practices and SBD9 – Competitive Bidding) declarations in this contract are made available on the NRF Website (www.nrf.ac.za , then select Bids) as separate documents as published by National Treasury.

15. Special Conditions applying to this contract

a) EVIDENCE OF INTEREST

If you are not interested or cannot meet the specifications of the bid, it is required that you respond by email stating this.

b) COMPLIANCE WITH FULL SCOPE OF THE BID INVITATION

Only bidders who can comply with the full scope of work and specification will be considered.

c) JOINT PROPOSALS

Service providers are allowed to submit joint proposals to allow different companies to undertake different components of the work under one single proposal. Each service provider to provide tax certificate, B-BBEE

certificate, SBD6.1, SBD4 and SBD9

d) VALIDATION OF SUBMITTED DOCUMENTATION

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

e) NOT LIABLE FOR BID RESPONSE PREPARATION COSTS

The NRF is not be liable for any cost incurred by a service provider in the process of responding to this bid, including on-site presentations and the proposal a service provider may make and/or submit.

f) CANCELLATION PRIOR TO AWARDING

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

g) LATE BIDS.

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

h) COLLUSION, FRAUD AND CORRUPTION

Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

i) LETTER OF AWARD

Once the delegated bid approver(s) has reached the decision, the successful bidder is informed through a written letter of acceptance, which in conjunction with elements detailed in the Standard Bidding Document 7 forms the contract between the NRF and the Bidder.

j) VALIDITY PERIOD

The bid has a validity period of 150 days from date of closure of the call / bid.

k) PRESENTATIONS AND PROOF OF CONCEPT

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

l) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

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

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

m) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

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

16. SUPPLIER DUE DILIGENCE

16.1. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

15.1.1 Any legal person, including persons employed by the state (see paragraph 20), or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

the bidder is employed by the state; and/or

the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is 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.

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

15.1.2.1 Full Name of bidder or his or her representative:

15.1.2.2 Identity Number:

15.1.2.3 Position occupied in the Company (director, trustee, shareholder (see paragraph 20), member):

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

15.1.2.5 Tax Reference Number:

15.1.2.6 VAT Registration Number:

15.1.2.6.1 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 paragraph 3 below.

15.1.2.7 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

15.1.2.7.1 If so, furnish the following particulars in an attached schedule:

Name of person/director/trustee/shareholder/member:

Name of state institution at which you or the person connected to the bidder is employed

Position occupied in the state institution

Any other particulars:

15.1.2.7.2 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

15.1.2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES/NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

15.1.2.7.2.2 If no, furnish reasons for non-submission of such proof as an attached schedule

15.1.2.8 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

15.1.2.8.1 If so, furnish particulars as an attached schedule:

15.1.2.9 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

15.1.2.9.1 If so, furnish particulars as an attached schedule.

15.1.2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

15.1.2.10.1 If so, furnish particulars as an attached schedule:

15.1.2.11 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

15.1.2.11.1 If so, furnish particulars as an attached schedule:

15.1.3. Full details of directors/trustees/members/shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/ Payroll (Persal) Number		
Schedule attached with the above details for all directors / members / shareholders			<table border="1"> <tr> <td data-bbox="1291 1912 1445 1993">YES</td> <td data-bbox="1445 1912 1536 1993">NO</td> </tr> </table>	YES	NO
YES	NO				

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

Item	Question	Yes	No
15.2.1	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?	Yes	No
	The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
	If so, furnish particulars as an attached schedule:		
15.2.2	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)?	Yes	No
	The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
	If so, furnish particulars as an attached schedule:		
15.2.3	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?	Yes	No
	If so, furnish particulars as an attached schedule:		
15.2.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
	If so, furnish particulars as an attached schedule:		

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

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

I certify, on behalf of: _____ (Name of Bidder) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, 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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
7. In particular, without limiting the generality of paragraphs 6 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.

8. 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.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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

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

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete below:

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

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

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

SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO

If yes, indicate:

- (i) what percentage of the contract will be subcontracted, :.....%
- (ii) the name of the sub-contractor;
- (iii) the B-BBEE status level of the sub-contractor;
- (iv) whether the sub-contractor is an EME. YES / NO

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm

VAT registration number:

Company registration number

TYPE OF COMPANY/ FIRM

[Tick applicable box]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

COMPANY CLASSIFICATION

[Tick applicable box]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers e.g. transport, etc.

Total number of years the company/firm has been in business?

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

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

- (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.
- (v) 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.
- (vi) 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.

18. Definitions

"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

"B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

"B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

"bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, written price quotations, advertised competitive bidding processes or proposals;

"bid price" price offered by the bidder, including value added tax (VAT);

"Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

"Closing time" means the date and hour specified in the bidding documents for the receipt of bids;

“Collusion” means Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).;

Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete;

“comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

“consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

“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;

“Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

“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;

“Countervailing duties” are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally;

“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 recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components;

“Day” means calendar day;

“Delivery” means delivery in compliance of the conditions of the contract or order;

“Delivery ex stock” means immediate delivery directly from stock actually on hand;

“Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained;

“designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

“duly sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member/person with management responsibility(close corporation, partnership or individual);

“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.

“**EME**” means any enterprise with annual total revenue of R5 million or less.

“**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

“**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;

“**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.

“**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

“**GCC**” means the General Conditions of Contract;

“**Goods**” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract;

“**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;

“**IQ**” means that the instrument and its components parts has been delivered and installed in accordance with the manufacturer’s requirements and standards;

“**Local content**” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place;

“**Manufacture**” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities;

“**non-firm prices**” means all prices other than “firm” prices;

“**Order**” means an official written order issued for the supply of goods or works or the rendering of a service;

“**OQ**” means that the instrument is functioning in accordance with its specifications as outlined by the manufacturer;

“**person**” includes a juristic person;

“**ppb**” means microgram per litre or kilogram;

“**Project site,**” where applicable, means the place indicated in bidding documents;

“PQ” means the instrument is delivering the performance as specified by the manufacturer;

“Purchaser” means the organization purchasing the goods;

“rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

“Republic” means the Republic of South Africa;

“SCC” means the Special Conditions of Contract.

“Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract;

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise;

“State” means –

- (i) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (ii) any municipality or municipal entity;
- (iii) Provincial Legislature;
- (iv) National Assembly or the National Council of Provinces; or
- (v) Parliament.

“stipulated minimum threshold” means that portion of local production and content as determined by the Department of Trade and Industry;

“sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

“total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

“trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;

“trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;

“Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.