



**National
Research
Foundation**

INVITATION TO BID

SBD1

BID NUMBER:	NRF SAASTA / 03 / 2016-2017	CLOSING DATE	9 September 2016	CLOSING TIME:	11:00
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BID DESCRIPTION

Appointment of a pool of service providers to facilitate an array of science communication workshops hosted by SAASTA across the country for a period of two years (24 months).

PREFERENTIAL PROCUREMENT SYSTEM:		(points for price : points for procurement preference)	80:20
BRIEFING SESSION:	<input checked="" type="checkbox"/> Not Applicable	Date and Time:	n/a
	<input type="checkbox"/> Compulsory	Locations:	n/a
		<input type="checkbox"/> Not Compulsory	
SUBMISSION REQUIREMENTS:		Submission by hand:	Tender Box situated at: Didacta Building 211 Nana Sita Street (formerly Skinner) Pretoria 0002
NOTE:		Submission by Courier:	Tenders must be placed in the TENDER BOX . ADDRESS the parcel to the TENDER BOX.
Tenders MUST be placed in the TENDER BOX.		Required on Envelope:	ATTENTION: TENDER BOX Bid Number (as above) Closing Date and Time Bidder Details: – Company Name – Postal Address – Contact Name, contact telephone number and contact e-mail address
Not to the receptionst on duty.		Method of Submission:	One Envelope System including: Technical (Proposal and SBD Documents) and Pricing (Written Offer including SBD 3.1/2)
SAASTA will not be liable for parcels received at reception.		Important Notes:	No bid response received after the deadline date and time will be considered. All bids must be submitted on the unaltered official forms in this invitation with additional information supplied on attached supporting schedules.

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

ENQUIRIES:	Technical:	Joanne Riley (012) 392 9349; joanne@saasta.ac.za
	Procedural:	Tshepo Matheane (012) 392 9300; Tshepo@saasta.ac.za

BIDDER DETAILS

BIDDER DETAILS					
NAME OF BIDDER:					
REPRESENTED BY:					
POSTAL ADDRESS:					
PHYSICAL ADDRESS:					
CONTACT DETAILS:	TELEPHONE:	CODE:		NUMBER:	
	CELLULAR:	CODE:		NUMBER:	
	FACSIMILE	CODE:		NUMBER:	
	E-MAIL:				
VAT REGISTRATION NUMBER:			COMPANY REGISTRATION:		
CENTRAL SUPPLIER DATABASE REFERENCE NUMBER:					
PRINCIPLE BUSINESS ACTIVITIES:					
TYPE OF COMPANY/FIRM: [tick applicable box]	<input type="checkbox"/> Partnership / Joint Venutre / Consortium		<input type="checkbox"/> Sole proprietor / One Person Business		
	<input type="checkbox"/> Close Corporation		<input type="checkbox"/> Company		
	<input type="checkbox"/> (Pty) Limited		<input type="checkbox"/> Other		
COMPANY CLASSIFICATION: [tick applicable box]	<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Supplier		
	<input type="checkbox"/> Professional Service Provider		<input type="checkbox"/> Other Service Provider (e.g. transporter)		
Has the original and valid tax clearance certificate been submitted: (tick)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has proof of Central Supplier Database registration been submitted:				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a Preference Claim form claiming your Preference Points (SBD6.1) been submitted (a B-BBEE status level verification certificate must support this claim)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, who was the B-BBEE certificate issued by [tick applicable box]					
An accounting officer as contemplated in the Close Corporation Act (CCA)					<input type="checkbox"/>
A verification agency accredited by the South African Accreditation System (SANAS)					<input type="checkbox"/>
A registered auditor					<input type="checkbox"/>
Are you the accredited representative in South Africa for the goods/services/works offered? If Yes, please enclose proof.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are certified copies of Certificate of Incorporation (as per entity type) enclosed?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

IMPORTANT: Returnable documents

The listed documents below constitute the invitation to bid. All documents must be included in the submission.

1. The envelope must consist of one original proposal and seven (7) copies of SBD 1 and SBD 3.
2. SBD 1 – Invitation to Bid
3. SBD 3 – Pricing Quote
4. SBD 4 (Your submission will not be considered without the SBD 4, completed and signed)
5. SBD 6.1
6. SBD 8 (Your submission will not be considered without the SBD 8, completed and signed)
7. SBD 9 (Your submission will not be considered without the SBD 9, completed and signed)
8. Central Supplier Data Base proof of registration. (Bidder must be registered on the National Treasury Data Base)

TERMS OF REFERENCE

1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION AND SAASTA

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

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF. SAASTA’s mission is to promote broad public awareness, appreciation and understanding of science, engineering and technology in South Africa.

2. BACKGROUND TO SCIENCE COMMUNICATION WORKSHOPS

In the past SAASTA has, largely on ad hoc request, hosted numerous science communication workshops, providing scientists opportunities to develop their skills in science communication. These workshops have had various objectives, although most have focused on media training and providing scientists with a better appreciation for the communication of their science through media, and encouraging them to ‘package’ and share their science using more accessible language.

The Department of Science and Technology’s Science Engagement Strategy, with four key strategic objectives, highlights the importance government is placing on public engagement and science communication, with scientists and journalists playing key roles in engaging with various publics. With this, the demand for skills development in the area of the science communication is increasing. SAASTA is structuring programmes for various workshops with different focus areas and with specific intended outcomes.

3. SCOPE / SUMMARY OF SUPPLY

The purpose of this call is to appoint a pool of experienced service providers, as individuals or companies, across the country to facilitate an array of SAASTA’s science communication workshop modules to scientists and researchers, working at Higher Education Institutes, science councils or other national facilities, as well as to journalists working in science journalism. The workshops are categorised by themes and these are further broken down into modules. Service providers may be appointed to facilitate one, any, or all of the modules of the workshops (depending on their stated interest and competence). Detailed information about modules and the workshops is provided in section 4. The themes of the workshops are as follows:

3.1 Introduction to science communication

3.2 Strategic science communication;

3.3 Connecting with the media;

3.4 Popular science writing workshop for scientists;

3.5 Science communication for audio broadcast;

3.6 Using social media in science communication;

3.7 Science communication for video broadcast;

3.8 Public speaking for science communication;

3.9 Science journalism.

The appointed pool of service providers will be required to attend a briefing meeting in order to discuss the intended structure of the workshops and to finalise a standard programme for each workshop. Appointed service providers will be required to facilitate workshops according to the programme developed in order to meet the specified intended outcomes.

Workshop participants will vary across different workshops, but would include scientists at various stages in their scientific career, from post-graduate students through to well-established researchers, and journalists at various stages in their careers, covering both community and mainstream media.

SAASTA intends to host approximately 15 to 20 workshops over a period of one year. The spread of the workshops over different focus areas will depend on the demand. The structure of workshops will also be flexible depending on demand, although workshop modules will be required to cover particular content.

4. DETAILED SPECIFICATIONS

4.1 All workshops will be conducted in English. Where other indigenous languages will benefit workshop participants, we will give preference to appointing facilitators skilled in that particular language.

4.2 SAASTA wishes to appoint a pool of service providers to facilitate the following modules (centre column in table 1) along the workshop themes (listed in first column of table 1). Skills required from facilitators are listed in last column of table 1.

4.3 A minimum level of qualification will be required for all facilitators across all modules, having a relevant bachelor's degree in either science, journalism or communications.

Table 1:

WORKSHOP THEMES	WORKSHOP ELEMENTS/MODULES	SKILLS/KNOWLEDGE REQUIRED OF FACILITATOR/PRESENTER <i>Bidders must provide a CV and portfolio, demonstrating required skills and experience in specific focus area, in addition to qualification as stated in 4.3.</i>
Introduction to Science Communication	<p>A</p> <ul style="list-style-type: none"> - Why communicate science (including impact of science and understanding/acceptance of science in society from various perspectives, as well as how various perspectives impact science). - History and theory of development of science communication and public engagement - How scientists can get involved in science communication. What platforms are available, etc. 	<ul style="list-style-type: none"> - Experience in working in science communication / science journalism / public engagement (minimum 2 years) - Facilitation / training experience

	<p>B</p> <ul style="list-style-type: none"> - Basic concepts of communication – understanding the audience, knowing what to communicate (message), and which platforms are appropriate for different purposes. - General points about formulating scientific messages for public consumption. 	<ul style="list-style-type: none"> - Experience in working in science communication / science journalism / public engagement (minimum 2 years) - Facilitation / training experience
Strategic Science Communication	<p>C</p> <p>Developing a science communication strategy</p>	<ul style="list-style-type: none"> - Experience in developing science communication / communication strategies (evidenced by reference letter including contact details of referee)
	<p>D</p> <p>Planning and structuring science communication / public engagement events</p>	<ul style="list-style-type: none"> - Experience in planning, hosting and running public engagement / science communication events
	<p>E</p> <p>Monitoring and Evaluation in science communication impact</p>	<ul style="list-style-type: none"> - Experience in monitoring and evaluation of science communication / public engagement activities (evidenced by reference letter including contact details of referee)
Connecting with the Media	<p>F</p> <p>Unpacking the South African media landscape: -mainstream and community media; -role of a journalist; -connecting with journalists</p>	<ul style="list-style-type: none"> - Journalism qualification and experience in journalism (minimum 2 years' experience) - Facilitation / training experience
	<p>G</p> <p>'Packaging' research/science into soundbites, and short summaries.</p>	<ul style="list-style-type: none"> - Experience in managing science content for public engagement (minimum 2 years)
Popular science writing	<p>H</p> <p>Presenting tools for creative writing, and how to use them to explain key concepts of scientific research</p> <p>Using popular writing to develop a narrative about research that makes it compelling to consume – in print or online - and which also helps communicate research</p>	<ul style="list-style-type: none"> - Popular science writing experience (evidence must be accompanied by own examples of media article or blog or other relevant example)

	<p>I</p> <p>Facilitating practical exercises for development of a piece of work written before the training</p>	<ul style="list-style-type: none"> - Popular science writing experience (evidence must be accompanied by own examples of media article or blog or other relevant example) - Experience in teaching / facilitating writing workshops
<p>Science Communication for Audio Broadcast</p>	<p>J</p> <p>Presenting radio as a form of media and as a communication platform, showing how radio can be used as a medium to effectively communicate science / research</p> <p>Practical radio interview skills:</p> <ul style="list-style-type: none"> - Preparing to be an interviewee and preparing the interviewer - Basics of effective interview techniques - Recording and playback of interviews 	<ul style="list-style-type: none"> - Radio broadcasting experience, including producing content for radio (minimum 2 years' experience) - Experience as radio presenter / interviewing on radio (as the interviewer); - Capacity (and equipment) to record and playback interviews (may be outsourced but will be the responsibility of the facilitator) - Facilitation / training experience
<p>Using Social Media in Science Communication</p>	<p>K</p> <p>Overview of social media:</p> <ul style="list-style-type: none"> - Social networking; social collaboration; social publishing and social feedback - Platforms - Pitfalls of social media/what not to do - Social media benefits for scientists - How to develop social media plan/strategy <p>Packaging science for social media in more accessible language and form</p> <p>Protocols of responsible use of social media</p>	<ul style="list-style-type: none"> - Experience in managing at least 2 widely used social media platforms, including Facebook (minimum 2 years' experience). - Experience in managing science content for social media. - Facilitation / training experience.
<p>Science Communication for Video Broadcast</p>	<p>L</p> <p>Presenting TV/video broadcast as a form of media and as a communication platform, showing how to use the medium to effectively communicate research/science.</p> <p>Practical interview skills:</p> <ul style="list-style-type: none"> - Preparing to be an interviewee and preparing the interviewer - Basics of effective TV interview techniques - Recording and playback of interviews 	<ul style="list-style-type: none"> - TV/video broadcasting experience, including producing content (minimum 2 years' experience). - Experience as TV / video presenter or interviewing on TV (as the interviewer); - Capacity (and equipment) to record and playback interviews (may be

	<p>(requiring facilities for lighting, video recording, editing and playback of video.)</p> <ul style="list-style-type: none"> - How to package content for TV - Which basic tools that someone can use to package TV content at home - The power of TV and the importance of visuals in producing content 	<p>outsourced but will be the responsibility of the facilitator)</p> <ul style="list-style-type: none"> - Facilitation / training experience
Public speaking for science communication	<p>M Public speaking as a tool for science communication; packaging science for public speaking Platforms available for public speaking for science communication</p> <p>Practical public speaking skills:</p> <ul style="list-style-type: none"> - Projection and voice training - Use of body language - Engaging with an audience 	<ul style="list-style-type: none"> - Experience in working in science communication / public engagement - Speech and language qualification / skills - Voice coaching experience - Experience in teaching and facilitation of public speaking workshops (minimum 2 years' experience)
Science Journalism	<p>N Basics of science journalism:</p>	<ul style="list-style-type: none"> - Qualification in journalism and experience in science journalism (minimum 2 years experience)
	<p>O The nature of science:</p> <ul style="list-style-type: none"> - Science in society - Scientific method - Uncertainty in science and communicating uncertainty - The role of a scientist - Design of scientific research - Interpreting scientific results 	<ul style="list-style-type: none"> - Qualification in journalism - Experience in teaching science journalism
	<p>P Responsible management of scientific information – including sourcing and sharing of information</p>	<ul style="list-style-type: none"> - Experience in working in science communication / science journalism / public engagement (minimum 2 years) - Experience in management of scientific content
	<p>Q Interviewing skills</p>	<ul style="list-style-type: none"> - Qualification and experience in journalism - Teaching / facilitation experience

	<p>R Writing skills</p>	<ul style="list-style-type: none"> - Qualification and experience in journalism - Teaching / facilitation experience
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4.3 Additional service provider responsibilities:

4.3.1 The service providers will be required to provide supporting resources as training material appropriate for the workshops. These resources must be approved as suitable by SAASTA. Where possible and not restricted by copyright, SAASTA branding must be included in training material. SAASTA will also provide resources for the workshop, where applicable.

4.3.2 Workshops will be scheduled throughout the year, and across the country. Bidders must state in their proposal where they are based and where they would be willing to travel, if required (4.5.10).

4.3.3 The facilitator will be required to supply SAASTA with original attendance registers, photographs, relevant recordings and a brief report from each workshop, as well as evaluation forms completed by participants. The evaluation forms will be supplied by SAASTA.

4.3.4 The facilitator will be required to supply specialised equipment and resources relating to the specific training (not covered by SAASTA as indicated in 4.4.1), for example video recording and playback facilities for TV interviews.

4.3.5 The appointed pool of service providers will be required to attend a meeting in order to be briefed on intended structure of the workshops and to finalise a standard programme for each workshop. Costs of this travel will be covered by SAASTA.

4.4 SAASTA responsibilities:

4.4.1 The venue, catering and basic equipment of data projector and speakers will be provided by SAASTA or the host facility or institution through an agreement with SAASTA.

4.4.2 SAASTA will design and circulate invitations and consolidate RSVPs. A list of participants will be provided by SAASTA prior to the workshop.

4.4.3 SAASTA will print and courier resources and training material, and provide notebooks and pens for each workshop.

4.4.5 SAASTA will provide evaluation forms, which will be distributed to participants by the facilitator.

4.4.6 SAASTA will cover travel costs of facilitator according to NRF/SAASTA travel policy for non-staff travel **(currently R3.29/km for reimbursement for use of personal vehicle, but subject to change)**.

4.4.7 SAASTA reserves the right not to appoint a facilitator for any particular workshop. Appointment of service providers to the pool of facilitators does not guarantee appointment for any minimum number of workshops.

4.5 Proposal Requirements

- 4.5.1 Bidders must state clearly in section 11 which workshop modules they would be interested in presenting and must demonstrate their ability to do so, as per listed skills in table 1. Bids for each workshop modules will be evaluated independently.
- 4.5.2 Bidders are required to provide curriculum vitae of any persons that will facilitate workshops.
- 4.5.3 Bidders must submit an example of training material previously used, demonstrating alignments to the intended objectives of the workshop.
- 4.5.4 Bidders are required to provide three reference letters (refer to section 13).
- 4.5.5 In case of companies bidding, an original or certified copy (not a copy of a certified copy) of the valid B-BBEE status level certificate from an accredited verification agency must be submitted with the bid.
- 4.5.6 Central Supplier Data Base proof of registration. (Bidder must be registered on the National Treasury Data Base)
- 4.5.7 Quotations must be submitted on the costings specifications table provided – Section11. Any other quotations will not be accepted.
- 4.5.8 Quotations must be VAT inclusive.
- 4.5.9 Bidders must provide rates per the costing schedule for each of the 2 years including inflation increases.
- 4.5.10 Bidder must indicate which province/s they are based in and which they are willing to travel to in order to facilitate workshops.

Please indicate here:

Home province:	
Provinces wiling to travel to	<i>Please mark with an X</i>
Gauteng	
Limpopo	
Mpumalanga	
North West	
Free State	
Kwazulu Natal	
Northern Cape	
Eastern Cape	
Western Cape	

5 EVIDENCE OF SUPPLY CAPACITY AND CAPABILITY (TECHNICAL MERIT)

5.1 Bidders must provide **three (3) written and verifiable references** from previous clients according to the criteria as indicated in below.

The reference should be provided on the letterhead of the organisation providing it. Bidder must ask clients to include the information requested below in either 5.1.1 or 5.1.2 in the reference letter. Reference letters must be accompanied by a sample of the programme and training material/resources used during the training, where relevant in bidding for various modules.

Contact details, demonstrating their experience in delivering the work required and the quality of such previous work, in which the previous clients declares the following:

Company/institution name:

Contact person:

Contact number:

Description of work done:

Attached sample(s) of programme and training material, or other relevant related evidence:

5.1.1 References relating to facilitation skills: *Referee to please include the following information and provide an indication of the competence of the referent:*

5.1.1.1 Presentation and facilitation skills: *How clearly is content presented? Is the facilitator able to effectively engage the participants?*

5.1.1.2 Programme management: *Was the programme appropriate for the training session? Was appropriate time assigned to each element of the programme?*

5.1.1.3. Resources: *Were complementary resources made available? Were suitable examples used?*

5.1.1.4 Practical Exercises: *Were practical exercises incorporated to ensure effective learning?*

5.1.1.5 Other information or examples

5.1.2 References relating to other specialised skills relevant to modules: *Referee to please include the following information and provide an indication of the competence of the referent:*

5.1.2.1 Details of work *relating to required skills and experience.*

5.1.2.2 Quality of work. *Did the individual meet the objectives of the task?*

5.1.2.3 Professionalism.

5.1.2.4 Other information or examples.

Note: SAASTA may not be included as a referee for previous work completed.

5 SELECTION AND AWARDING OF CONTRACT

This Bid serves to appoint a pool of service providers through evaluation of capacity to facilitate and present the workshop modules. The Bidders' Bid response/submission is evaluated against the Bid invitation specifications. Evaluation is made in accordance to published evaluation criteria and the scoring set. Bidders are also required to submit the relevant administrative documentation.

Bidders will be evaluated independently for different workshop modules, if bidding for more than one workshop module.

For any particular workshop, three service providers from the appointed pool will be requested to provide a quotation which will be evaluated on a fair and equal basis based on pricing and preference, this will be on a rotation basis to be fair to all selected bidders,

The award criteria will be: 80/20, 80 points for price and 20 for BBBEE preference points

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. Bidders should note that to claim the preference points, the SBD 6.1 should be signed and the BBBEE certificate be attached.

6 QUALIFYING THRESHOLD FOR SELECTION EVALUATION

Bids scoring less than the minimum OVERALL threshold of 60% are marked as failed and are not considered for the pricing and BBBEE evaluation.

Bids scoring less than the minimum CRITERIA threshold (where applicable to a specific criterion) are marked as failed and not considered for pricing evaluation

7 SELECTION ON SPECIFICATIONS, CAPABILITY AND CAPACITY

Evaluation scoring for all criteria are scored on the following basis:

0	1	2	3	4	5
No Information to make assessment	Poor	Average	Meets Requirements	Exceeds Requirements	Excellent

Total point scored by bidder for functionality = $\text{Weighted value score} \times \text{Value awarded}$ (Percentage allocated for functionality (100)/ Maximum possible weight

MANDATORY REQUIREMENTS	
1. Submission of CVs of individuals facilitating workshops	
2. Submission of three unique reference letters, including contact details of referees	
TECHNICAL CRITERIA FOR THIS BID (has the bid submission displayed capability to deliver	SCORE

according to the scope). **NOTE INDEPENDENT EVALUATION WILL BE CONDUCTED PER MODULE**

NO	ELEMENT	Weight	Score
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WEIGHTED EVALUATION

1	<p>QUALIFICATIONS</p> <p>Bidders must show the relevant qualification as listed in the module requirements in Table 1 (section 4).</p> <table border="1"> <thead> <tr> <th>Score</th> <th>0</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th>Description</th> <td>No required qualification</td> <td>Minimum required qualification</td> <td>Minimum required qualification plus additional relevant certificates</td> <td>Minimum required qualification plus additional relevant degree or diplomas.</td> </tr> </tbody> </table>					Score	0	3	4	5	Description	No required qualification	Minimum required qualification	Minimum required qualification plus additional relevant certificates	Minimum required qualification plus additional relevant degree or diplomas.	20	
	Score	0	3	4	5												
Description	No required qualification	Minimum required qualification	Minimum required qualification plus additional relevant certificates	Minimum required qualification plus additional relevant degree or diplomas.													

2	<p>TRACK RECORD AND PREVIOUS EXPERIENCE:</p> <p>Bidders must demonstrate the relevant experience as listed in Table 1 (section 4) regarding the scope of service through CV, reference letters and associated documentation.</p> <table border="1"> <thead> <tr> <th>Score</th> <th>0</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th>Description</th> <td>Less than minimum requirement</td> <td>Minimum requirement</td> <td>Minimum requirement plus additional two (2) years</td> <td>Minimum requirement plus additional four (4) years</td> </tr> </tbody> </table>					Score	0	3	4	5	Description	Less than minimum requirement	Minimum requirement	Minimum requirement plus additional two (2) years	Minimum requirement plus additional four (4) years	30	
	Score	0	3	4	5												
Description	Less than minimum requirement	Minimum requirement	Minimum requirement plus additional two (2) years	Minimum requirement plus additional four (4) years													

3	<p>QUALITY OF PREVIOUS WORK</p> <p>Reference letters and associated sample materials/programmes will be evaluated.</p> <table border="1"> <thead> <tr> <th>Score</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th>Description</th> <td>Incomplete/irrelevant references.</td> <td>All referee details completed; not all requested aspects</td> <td>All referee details completed; most requested aspects</td> <td>All referee details completed; most requested aspects</td> <td>All referee details completed; all requested aspects addressed</td> <td>All referee details completed; all requested aspects addressed</td> </tr> </tbody> </table>						Score	0	1	2	3	4	5	Description	Incomplete/irrelevant references.	All referee details completed; not all requested aspects	All referee details completed; most requested aspects	All referee details completed; most requested aspects	All referee details completed; all requested aspects addressed	All referee details completed; all requested aspects addressed	50	
	Score	0	1	2	3	4	5															
Description	Incomplete/irrelevant references.	All referee details completed; not all requested aspects	All referee details completed; most requested aspects	All referee details completed; most requested aspects	All referee details completed; all requested aspects addressed	All referee details completed; all requested aspects addressed																

			addressed positively;	addressed positively; no additional positive recommendation, commentary	addressed positively ; with additional positive recommendation, commentary	positively; no additional positive recommendation, commentary	positively with additional positive recommendation, commentary		
TOTAL WEIGHT:								100	

8 CONTRACT MANAGEMENT:

- 8.1 The NRF reserves the right to withdraw and cancel the bid.
- 8.2 The NRF reserves the right not to accept the lowest proposal.
- 8.3 The NRF reserves the right to sign and conclude a formal contract with the successful bidders.
- 8.4 The NRF reserves the right to appoint more than one service provider.
- 8.5 The NRF reserves the right to perform spot checks to ensure that prices are market related.
- 8.6 If the service provider fails to deliver within deadlines as specified in Scope of Work, the service provider will be liable for any costs incurred by SAASTA to have the specific material printed and delivered by a third party.
- 8.7 General conditions of contract will be applicable to this bid.
- 8.8 All costs incurred for submission of the invitation to bid is for the bidders account.
- 8.9 SAASTA reserves the right to evaluate the performance of facilitators to ensure they are delivering the objectives of the workshops. SAASTA reserves the right to remove facilitators from the pool due to recurring dissatisfactory performance.

9 CONTRACT PERIOD

The contract will be signed for a period 24 months.

10 PAYMENT INTERVALS

The NRF undertakes to pay valid invoices in full within thirty (30) days from the statement date for work completed to its satisfaction upon representation of substantiated claim.

11 PRICING SCHEDULE FOR DURATION OF CONTRACT

IMPORTANT NOTE	Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.
	Bid price in South African currency, foreign exchange risk is for the account of the Bidder.
	Pricing is subject to the addition of Preference Points as stipulated in the section below - Standard Bidding Document 6.1 Preference claim form

OFFER VALID FOR 150 DAYS FROM CLOSING DATE OF THIS BID

BID PRICE IN REPUBLIC OF SOUTH AFRICA (RSA) CURRENCY AND ALL APPLICABLE TAXES ARE INCLUDED

Please provide rate/hour for facilitation fees for each workshop module you re applying for. You will only be considered for evaluation for modules where a rate is indicated. Facilitation fees should include all costs associated with facilitation, including preparation, travel time, administrative costs, etc.

WORKSHOP THEMES	WORKSHOP ELEMENTS/MODULES	<i>Rate Per Hour for Facilitation Year 1 (first 12 months after commencement of contract)</i>	<i>Rate Per Hour for Facilitation Year 2 (second 12 months after commencement of contract)</i>
Introduction to Science Communication	A <ul style="list-style-type: none"> - Why communicate science (including impact of science and understanding/acceptance of science on society from various perspectives, as well as how various perspectives impact science). - History and theory of development of science communication and public engagement - How scientists can get involved in science communication. What platforms are available, etc. 		
	B <ul style="list-style-type: none"> - Basic concepts of communication – understanding the audience, knowing what to communicate (message), and which platforms are appropriate for different purposes. - General points about formulating scientific messages for public consumption. 		
Strategic Science Communication	C Developing a science communication strategy		
	D Planning and structuring science communication/public engagement events		
	E Monitoring and Evaluation in science communication impact		

Connecting with the Media	F Unpacking the South African media landscape: -mainstream and community media; -role of a journalist; -connecting with journalists		
	G 'Packaging' research/science into soundbites, and short summaries.		
Popular science writing	H Presenting tools for creative writing, and how to use them to explain key concepts of scientific research Using popular writing to develop a narrative about research that makes it compelling to consume – in print or online - and which also helps communicate research		
	I Facilitating practical exercises for development of a piece of work written before the training		
Science Communication for Audio Broadcast	J Presenting radio as a form of media and as a communication platform, showing how radio can be used as a medium to effectively communicate science/research Practical radio interview skills: - Preparing to be an interviewee and preparing the interviewer - Basics of effective interview techniques - Recording and playback of interviews		
Using Social Media in Science Communication	K Overview of social media: - Social networking; social collaboration; social publishing and social feedback - Platforms - Pitfalls of social media/what not to do - Social media benefits for scientists - How to develop social media plan/strategy Packaging science for social media in more accessible language and form Protocols of responsible use of social media		
Science Communication for Video Broadcast	L Presenting TV/video broadcast as a form of media and as a communication platform, showing how to use the medium to effectively communicate research/science. Practical interview skills: - Preparing to be an interviewee and preparing the interviewer - Basics of effective TV interview techniques - Recording and playback of interviews (requiring facilities for lighting, video recording, editing and playback of video.) - How to package content for TV - Which basic tools that someone can use to package TV content at home - The power of TV and the importance of visuals in producing content		

Public speaking for science communication	<p>M Public speaking as a tool for science communication; packaging science for public speaking Platforms available for public speaking for science communication</p> <p>Practical public speaking skills:</p> <ul style="list-style-type: none"> - Projection and voice training - Use of body language - Engaging with an audience 	-	-
Science Journalism	<p>N Basics of science journalism:</p>		
	<p>O The nature of science:</p> <ul style="list-style-type: none"> - Science in society - Scientific method - Uncertainty in science and communicating uncertainty - The role of a scientist - Design of scientific research - Interpreting scientific results 		
	<p>P Responsible management of scientific information – including sourcing and sharing of information</p>		
	<p>Q Interviewing skills</p>		
	<p>R Writing skills</p>		

B-BBEE STATUS LEVEL OF CONTRIBUTION (as per SBD6.1 below)	Level	Preference Points Claimed

Does the offer comply with the specification(s)?

Yes

No

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

12 PREFERENCE POINTS CLAIM FORM

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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.

1. GENERAL CONDITIONS

1.1 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).

1.2 The value of this bid is estimated to **not exceed** R500 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100

1.5 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.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“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;
- (d) **“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, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“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;
- (k) **“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;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“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;
- (p) **“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;
- (q) **“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;
- (r) **“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; and
- (s) **“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.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into

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.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that 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.
- 5.6 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.
- 5.7 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.
- 5.8 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.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 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 a sworn affidavit.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 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.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 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 indicated in paragraph 7 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 in paragraph 7, 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.

13 THE NATIONAL RESEARCH FOUNDATION'S CONDITIONS OF CONTRACT

13.1 NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

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

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

13.1.1 BID RESPONSE PREPARATION COSTS

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

13.1.2 CANCELLATION PRIOR TO AWARDING

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

13.1.3 LATE BIDS

Bids submitted after the stipulated closing date and time are not considered.

13.1.4 COLLUSION, FRAUD AND CORRUPTION

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

13.1.5 CONFIDENTIALITY

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

13.1.6 VALIDITY PERIOD

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

13.1.7 VALIDATION OF SUBMITTED DOCUMENTATION

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

13.1.8 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.

13.2 INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

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

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

14 INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

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

15 SPECIAL CONDITIONS OF CONTRACT PERTAINING TO THIS BID

15.1 SAASTA reserves the right not to appoint a facilitator for any particular workshop. Appointment of service providers to the pool of facilitators does not guarantee appointment for any minimum number of workshops.

15.2 Quotations must be submitted on the costings specifications table provided – Annexure A. Any other quotations will not be accepted.

1. SUPPLIER DUE DILIGENCE

DECLARATION OF INTEREST

(STANDARD BIDDING DOCUMENT 4)

SBD 4

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

The Bidder is employed by the State; and/or

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

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

Full Name of Bidder or his/her representative:

Identity Number:

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

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

Tax Reference Number:

VAT Registration Number:

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

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

Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule: Yes No

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

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

Position occupied in the state institution

Any other particulars:

If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? 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? If so, furnish particulars as an attached schedule. Yes No

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

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

2. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

(STANDARD BIDDING DOCUMENT 8)

SBD 8

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule: Yes No

Note: The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule: Yes No

Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule: Yes No

Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish Yes No

particulars as an attached schedule:

3. CERTIFICATE OF INDEPENDENT BID DETERMINATION

(STANDARD BIDDING DOCUMENT 9)

SBD 9

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

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

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

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

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

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

Has been requested to submit a Bid in response to this Bid invitation;

Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and

Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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

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

Prices;

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

Methods, factors or formulas used to calculate prices;

The intention or decision to submit or not to submit a Bid;

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

Bidding with the intention not to win the Bid.

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

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

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

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

4. CONTRACT FORM – PURCHASE OF GOODS / WORKS / SERVICES

(STANDARD BIDDING DOCUMENT 7)

SBD 7

PART 1 – WRITTEN OFFER (TO BE COMPLETED BY THE BIDDER)

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

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

SBD1	Invitation to Bid
SBD3	Pricing Schedule
SBD6.1	Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011
SBD4	Declaration of Interest
SBD8	Declaration of Bidders Past Supply Chain Management Practices
SBD9	Certificate of Independent Bid Determination
Other:	Treasury General Conditions of Contract
	NRF Conditions of Contract
	Special Conditions of Contract
	Any and all Annexures attached to this document
	Any subsequent service level agreement agreed upon by both parties
CSD	Proof of Central Supplier Database registration

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

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

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

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

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

NAME: (PRINT)		WITNESSES
CAPACITY:		1.
NAME OF FIRM:		DATE:
SIGNATURE:		2:
DATE:		DATE

PART 2 – WRITTEN OFFER (TO BE COMPLETED BY THE BIDDER)

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