



**National
Research
Foundation**

INVITATION TO BID (SBD 1) on procurement requirements

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

BID NUMBER	NRF/CORP HRM 005/2017
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CLOSING DATE AND TIME	03 August 2017 @ 11:00am
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BID DESCRIPTION

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

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

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

Preferential Procurement System Applicable:	80:20
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Validity Period From Date Of Closure:	150 days
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Compulsory Briefing Session or Site Visit Details	Date and Time	19 JULY 2017 @ 10:00am – 12:00pm
	Venue	RISA AUDITORIUM
	Physical Address	National Research Foundation, Before CSIR South Gate Auditorium

		<p>Meiring Naudé Road, Brummeria,</p> <p>0184 PRETORIA</p>
	Contact Person	<p>Gladys Boakye</p> <p>gladys.boakye@nrf.ac.za</p> <p>012 481 4211</p>
	<p>BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:</p>	
	<p>PHYSICAL ADDRESS</p> <p>National Research Foundation, CSIR South Gate</p> <p>RECEPTION AREA</p> <p>Meiring Naudé Road, Brummeria, 0184 PRETORIA</p>	<p>ADDRESSED AS FOLLOWS:</p> <p>On the cover of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address</p> <p>The bid box is accessible from Monday – Friday 08h00 – 16h00</p>
	<p>BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF TO CONSIDER IT. THE NRF WILL NOT CONSIDER ANY BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.</p>	
	<p>Bidders must submit their bid response on the official bid invitation forms (not to be re-typed) with additional information provided on attached supporting schedules. The NRF provides the checklist “Returnable Documents” of all required documentation with certain documentation mandatory for entering the evaluation phase.</p> <p>Non-submission of these marked documents will lead to disqualification of the bidder.</p>	
	<p>THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS – 2017 AS AMENDED.</p>	
	<p>THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT STIPULATED IN THIS DOCUMENT. THE BIDDER READ AND ACCEPTED THESE CONDITIONS OF CONTRACT AS EVIDENCED BY THE BIDDER'S SIGNATURE ON EACH PAGE.</p>	

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):	
<p>The bidder must be on the National Treasury’s Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.</p> <p>National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za</p>	

SETS OF BID DOCUMENTS REQUIRED:	
Number of ORIGINAL documents for contract signing	2
<p>Bidders must submit the bid in hard copy format (paper document) to the NRF. These serve as the original sets of bid documents including the bidder’s response to the specification and the bidders pricing.</p> <p>The NRF with the awarded bidder sign two originals of the SBD7 (contract signature page signed by both parties). The signed SBD7 by its own constitutes the closure of the competitive bid/tender/request for quotation process. The SBD7 and all of its listed documents, upon signature by both parties, is the legal contract between the parties setting out each party’s obligations for execution. These two original document sets serve as the legal bid contract document and the master contract record between the bidder and the NRF. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.</p> <p>Any discrepancy between the evaluation copies and the master record, the master record will prevail. Any discrepancy between the original sets deposited with the NRF and that kept by the bidder, the original set deposited with the NRF is the master contract for both parties.</p>	
Number of EVALUATION copies:	4
Bidders mark documents as either “ Original ” or “ Copy for evaluation ” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING” Sections.	
Two envelope system required	YES
<p>The objective for the use of the two-envelope system is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and unbiased.</p> <p>The first envelope holds all documents excluding the SBD3 (price summary schedule) and detailed supporting pricing documentation. The second envelope holds the SBD3 and the</p>	

detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document.

ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING

TECHNICAL ENQUIRIES

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SUPPLY CHAIN MANAGEMENT ENQUIRIES

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INTRODUCTION TO THE NRF

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

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

The NRF delivers its mandate through its internal business units which are both functionally and geographically diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units.

INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID

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

CONTEXT OF THIS PROCUREMENT

As a knowledge-creating, learning organisation, the NRF strives to continually develop the knowledge, skills, competencies and capabilities of its management and employees to deliver higher performance in conjunction with individual growth, organisational growth and transformation.

The NRF has previously out-sourced the management development programmes and intends to continue to out-source this to a suitable organisation accredited by the Council on Higher Education (CHE).

Bidders responding to this bid must respond with the intention of offering management development programmes at three categories:

- E-learning based development programme yielding an NQF level 6
- New-to-management development programme yielding an NQF level 7
- Strategic Management development programme yielding an NQF level 8

RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

RETURNABLE DOCUMENTS	Envelope 1			
(G = Go/No GO; O = Optional; M = Mandatory)				Bid Section Reference
Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 6.1, 8 and 9	G	YES	NO	
Proof of accreditation of the bidder by the Council on Higher Education (CHE)	G	YES	NO	
Data Sheet(s) of the services in response to the specification in this invitation	G	YES	NO	
Evidence of human resources capacity to execute the contract: CV's of staff managing the contract- with a minimum qualification in business administration, project management or programme management	G	YES	NO	
Evidence of MDP type training capability to execute the contract: Evidence of accredited curriculum and modular content for each of the three categories of the Management Development Programmes specified above:	G	YES	NO	

<ul style="list-style-type: none"> • E-learning based development programme yielding an NQF level 6 • New-to-management development programme yielding an NQF level 7 • Strategic Management development programme yielding an NQF level 8 				
<p>Proposed high level project plan demonstrating potential execution of the contract and its milestones for evaluation purposes:</p> <ul style="list-style-type: none"> • Detailing the various stages of the project from project initiation to closure, and related activities per each stage demonstrating the bidder's project roles and responsibilities, and points of interface with the NRF working group • details the duration and scheduling of study blocks and modules, assignments, company visits • detailing information technology aids aspects required to facilitate a successful learning for the delegates 	G	YES	NO	
<p>Bidders must provide written confirmation in the form of a letter that they will provide catering during the programme</p>	G	YES	NO	
<p>Bidders must provide written confirmation on graduation ceremony detailing:</p> <ul style="list-style-type: none"> • Draft programme facilitation • Roles and responsibilities of the bidder and the NRF 	G	YES	NO	
<p>Proof of Registration on the Government's Central Supplier Database</p>	G	YES	NO	
<p>B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</p> <p>The BBEE certificate must be valid at the closure date of the bid/tender/request for quotation. The certificate must be certified as being either a copy or the original. In the latter case a certificate of authenticity from the verification agency that proves the submitted certificate is an original</p>	O	YES	NO	

<p>For foreign companies, a Tax Confirmation Letter from South Africa Revenue Services (obtain by sending an email to GovernmentInstitute@sars.gov.za) where the bidder is not a resident of the Republic of South Africa (RSA), does not have a branch in the RSA?, does not have a permanent establishment in the RSA, does have no sources of income in the RSA, and is not liable in the RSA for any form of taxation.</p>	G	YES	NO	
<p>Minimum of three (3) contactable references for those clients for whom the bidder has completed work within the last sixty months</p>	G	YES	NO	
<p>Reference 1:</p>				
<p>Reference 2:</p>				
<p>Reference 3:</p>				
<p>RETURNABLE DOCUMENTS</p>	Envelope 2			
<p>Summary pricing in the SBD 3 format in this document</p>	G	YES	NO	
<p>Detail price sheets and supporting documents</p>	G	YES	NO	
THE BIDDING PROCESS				
The NRF selects its appointed bidder through the following three-stage process				
<p><u>Stage 1 – Compliance to submission requirements</u></p> <p>Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF provides the Returnable Document Checklist listing these including which documents are mandatory (GO/NO GO) to the bidders.</p> <p>The NRF evaluates only procurement responses that are 100% acceptable in terms of the Returnable Document List. The NRF disqualifies bidders not compliant with this list for Stage 2.</p>				

Stage 2 – Evaluation of written Bids against Specifications and Quality.

1. The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation. The evaluation consists of the mandatory minimum specifications in a "Go/No Go" format with further specifications requiring qualitative responses.
2. Bidders making the minimum evaluation score will pass to stage three.

Stage 3 – Evaluation/Due Diligence of short listed Bids against Specifications and Quality.

1. The NRF conducts interviews with shortlisted bidders for them to present further information or provide due diligence proof to the evaluation committee on their ability to deliver the specified deliverable. The NRF may provide the areas of concern to the short listed bidders to address in their presentations.

Bidders making the minimum evaluation score will pass to stage four.

Stage 4 – Price/Preference Evaluation

The NRF compares each bidder's pricing proposal on an equal and fair comparison basis that is equitable to all bidders taking into account all aspects of the bids pricing requirements. The NRF conducts fair market-related pricing tests to arrive at an opinion of reasonableness of the bid price offered.

The NRF ranks the qualifying bids on price and preference points claimed in the following manner:

Price - with the lowest priced Bid meeting the minimum specification as stipulated in the threshold to qualify for this stage receiving the highest price score as set out in the Preferential Procurement Policy 2017 Regulations;

Preference - preference points as claimed in the preference claim form (SBD6.1) supported by a valid B-BBEE certification are added to the price ranking scores.

The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

Where the fair market-related price tests reflect defective pricing or pricing outside of the fair market-related price range, the evaluators will recommend price negotiation with the winning bidder to bring the price within the fair market-related price range. Where the winning bidder did not want to participate in the price negotiation or not prepared to provide a fair market-related price, the award will be cancelled and price negotiations will commence with the second bidder in the price/preference ranking.

Bid Procedure Conditions:

Counter Conditions

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

Response Preparation Costs

The NRF is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

Cancellation Prior To Awarding

The NRF reserves the right to withdraw and cancel the Bid Invitation at any time prior to making an award and, in terms of the Preferential Procurement Policy Framework Act 2017 Regulations, where the award price is outside of the objective determined fair market-related price range, will cancel the award.

Collusion, Fraud And Corruption

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

Fronting

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

DISCLAIMERS

The NRF has produced this document in good faith. However, the NRF, its agents and its employees and associates, do not warrant its accuracy or completeness.

To the extent that the NRF is permitted by law, the NRF will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document.

The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.

THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION STAGE 3

Bidders are not eligible for the next stage of evaluation, which is Price and Preference scoring, where they score less than the minimum threshold of:

1. 70 points "Meet Specifications"
2. Meeting all administrative requirements as per "GO/NO GO"

The NRF reserves the right to call for presentation of work before evaluation of Price and Preference scoring. Only those meeting the minimum score of 70 points will be eligible for presentation. The evaluation criteria for presentation will only be sent to those bidders that meet the minimum score of 70 points on functionality.

	Selection Element	WEIGHT	SCORING MATRICS				
			0	1	2	3	4
1a	Evaluate the proposal's customisation, integration with the NRF context, the differentiation from the normal programs, the quality of the program, and the quality of the learning tools against the provided specification for: <ul style="list-style-type: none"> E-learning based development programme 	7	0	1.75	3.5	5.25	7
1b	Evaluate the proposal's customisation, integration with the NRF context, the differentiation from the normal programs, the quality of the program, and the quality of the learning tools against the provided specification for: <ul style="list-style-type: none"> New-to-management development programme 	7	0	1.75	3.5	5.25	7
1c	Evaluate the proposal's customisation, integration with the NRF context, the differentiation from the normal programs, the quality of the program, and the quality of the learning tools against the provided specification for: <ul style="list-style-type: none"> Strategic Management development programme 	7	0	1.75	3.5	5.25	7
2a	Evaluate the proposal design is to the NRF's strengths as listed in the specification: <ul style="list-style-type: none"> E-learning based development programme 	7	0	1.75	3.5	5.25	7

	Selection Element	WEIGHT	SCORING MATRICS				
			0	1	2	3	4
2b	<p>Evaluate the proposal design is to the NRF's strengths as listed in the specification:</p> <ul style="list-style-type: none"> New-to-management development programme 	7	0	1.75	3.5	5.25	7
2c	<p>Evaluate the proposal design is to the NRF's strengths as listed in the specification:</p> <ul style="list-style-type: none"> Strategic Management development programme 	7	0	1.75	3.5	5.25	7
3a	<p>Evaluate the project plan, its various stages, and related activities per stage to assess the bidder's planning for the project, the bidder's risk management and flexibility where stages go of plan, and the bidder's capability to deliver the agreed project deliverables at the agreed quality:</p> <ul style="list-style-type: none"> E-learning based development programme 	7	0	1.75	3.5	5.25	7
3b	<p>Evaluate the project plan, its various stages, and related activities per stage to assess the bidder's planning for the project, the bidder's risk management and flexibility where stages go of plan, and the bidder's capability to deliver the agreed project deliverables at the agreed quality:</p> <ul style="list-style-type: none"> New-to-management development programme 	7	0	1.75	3.5	5.25	7

	Selection Element	WEIGHT	SCORING MATRICS				
			0	1	2	3	4
3c	<p>Evaluate the project plan, its various stages, and related activities per stage to assess the bidder's planning for the project, the bidder's risk management and flexibility where stages go of plan, and the bidder's capability to deliver the agreed project deliverables at the agreed quality:</p> <ul style="list-style-type: none"> • Strategic Management development programme 	7	0	1.75	3.5	5.25	7
4a	<p>Evaluate the proposal's approach is competence based, practical based, and skills based to deliver the project's deliverable in these terms:</p> <p>E-learning based development programme</p>	7	0	1.75	3.5	5.25	7
4b	<p>Evaluate the proposal's approach is competence based, practical based, and skills based to deliver the project's deliverable in these terms:</p> <p>New-to-management development programme</p>	7	0	1.75	3.5	5.25	7
4c	<p>Evaluate the proposal's approach is competence based, practical based, and skills based to deliver the project's deliverable in these terms:</p> <p>Strategic Management development programme</p>	7	0	1.75	3.5	5.25	7

	Selection Element	WEIGHT	SCORING MATRICS				
			0	1	2	3	4
5	Evaluate the sample graduation program on its organisation, prestige value, and on its wow factor to the potential graduates	16	0	4	8	12	16

THE BIDDERS PARTICULARS

	Name Of Bidder (As stated on the Central Supplier Database registration report)
	Represented By
	Postal Address
	Telephone Number
	Cell Phone Number
	Facsimile Number
	E-Mail Address
	VAT Registration Number:
	COMPANY REGISTRATION NUMBER

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

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

CONTRACT PERIOD

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

Bidders must take note that, the three (3) months additional time frame is to allow the successful bidders and the NRF to discuss and conclude on all matters relating to the design and delivery of the programme.

The programmes should be launched once both parties have agreed and signed the contractual obligations.

SCOPE OF WORK

a) It is envisaged that the modules of the programmes will be offered in three, concurrent, staggered streams/levels within a 12-month period for five years;

b) The duration of each stream/level should be no longer than 12 months in the annual period, from orientation to final assessments.

c) Detail on the duration and scheduling of study blocks and modules, assignments, company visits and examinations must be provided per stream/level.

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

Target Group

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

- E-learning based development programme yielding an NQF level 6 qualification: these are aspiring Managers – employees who are not in management position, who have demonstrated potential for leadership and are high performers.

- New-to-management development programme yielding an NQF level 7 qualification: these are newly appointed Managers – appointed into management positions, during the previous 12 months, who are new to talent management and employee engagement.

- Strategic Management Developments programme, yielding an NQF level 8 qualification:

these are established Managers – who have been in management positions for 3 years or more, who mainly address strategic issues.

SPECIFICATIONS FOR THE REQUIRED PROCUREMENT

The specifications of the project are as follows:

a) To establish and implement management development programmes that are relevant to core and current business objectives and activities of the NRF, within a national and global context at all Three Levels of Programme, i.e.:

i. E-learning Curriculum content: yielding a minimum of NQF level 6 qualification. (Basic theory of business understanding covering the identified modules)

ii. New to Management Curriculum content: yielding a minimum NQF level 7 qualification. (Practical application of theory in the identified content modules)

iii. Strategic Management development programme Curriculum content: yielding a NQF level 8 qualification. (Practical application on strategy and leadership)

b) The programmes are designed according to Leadership Pipeline (e.g. Charan & Drotter or equivalent);

c) The programmes are designed to strengthen the NRF's competencies in the following as a minimum:

i. Vision and Strategy Management;

ii. Coaching and Relationship Management;

iii. Knowledge Management;

iv. Organisational Transformation and Change Management;

v. Stakeholder Management;

vi. Research Management;

vii. Project Management;

viii. People Management and Leadership; and

ix. Financial Management.

d) The three programmes provided by a bidder must be accredited by the CHE and SAQA;

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

SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS (in addition to the General Conditions)

1. CUSTOMISATION

1.1. The NRF requires the successful bidder to customise its programme(s) to include aspects of the NRF unique business operations. Where modules do not meet NRF requirements or enhance the learning objectives, these must be removed.

1.2. For Strategic Management Development Programme and New-to-Management Programme: a research component must be included being a case study of an

existing NRF business challenge and to produce proposals for the remedying of the challenge.

- 1.3. Customisation of the programmes should explore examples and case studies that are relevant to the NRF as a state-funded agency, funding researchers and providing research platforms to generate knowledge for the country

2. COURSE LENGTH

- 2.1. Delegates on the programme must be assessed on their understanding and knowledge gained during the programme, individually and in groups;
- 2.2. E-learning must a maximum of six months to complete, this means that within a period of 12 months, there will be 15 delegates per six months intervals that will participate on the E-learning programme;
- 2.3. New-to-management programme must take a maximum period of 12 months to complete, with 15 delegates per period;
- 2.4. Strategic Management development programme must take a maximum period of 12 months to complete, with 15 delegates per period;
- 2.5. Lecture sessions must be structured according to a block structure;
- 2.6. The bidder must provide an overall project plan detailing the various stages of the project, and related activities per stage, from project initiation to closure, to demonstrate how the bidder will manage the programmes. This is to be updated after signing of contract and at each quarter. The plan must be discussed with the NRF;
- 2.7. The programmes must be competence-based and offer a practical and skills-based approach to learning, allowing delegates to implement as they learn;
- 2.8. Structured feedback sessions provided to the NRF at quarterly or study block intervals during the course of the project; the feedbacks are on content, delegates progress and implementation aspects of the programme; such feedback opportunities should be indicated clearly in the delivery outline;
- 2.9. The bidder must indicate at what stage of the programmes managers of the delegates interact on the programme to provide support to their participating employee;
- 2.10. The bidder must indicate the manner in which the research aspect of the programmes will be delivered and assessed, taking into consideration the NQF level of qualification; and

3. INTEGRATION AND DIFFERENTIATION

- 3.1. Points / areas of integration between the category 2 and 3 (New to Management and Strategic Management) levels must be indicated clearly in the design of the programme; areas of differentiation and distinction between the category 2 and 3 (New to Management and Strategic Management) levels are indicated and agreed with project management.

4. PROGRAMME DESIGN

Programme modules designed and customised to align to the following:

- 4.1. The strategic plan and priorities of the NRF, and how it translates into the business / performance plan and scorecard, performance management, and individual and organisational performance and development
- 4.2. Operational challenges and priorities that the NRF is currently experiencing, such as the formulation and linking of operational plans to financial budgets;
- 4.3. Organisational priorities and challenges in people management, transformation and change management, project management, stakeholder relations, governance, ethics, values, and strategic leadership;
- 4.4. Individual and group assignments that are relevant to the NRF and its business included in the programme;
- 4.5. Input from select contributors in the NRF and select partners /stakeholders in its sector of operation should be accommodated; these contributions should be effectively integrated into the design and customisation of the programme;
- 4.6. Where appropriate, value-adding company visits included in the design of the programme;
- 4.7. As much content information as possible is provided upfront per module; this information forms the foundation for the customisation phase and to be used in the evaluation phase; and
- 4.8. Mandatory sign-off of the course material by the NRF per module prior to presentation of the module to participants.

5. PROGRAMME DELIVERY

- 5.1. For the strategic management development and the New-to-management programme, the programme outlines the NRF pre-entry requirements (provided by the NRF internally) and the service provider's candidate psychometry assessment;
- 5.2. Expert facilitators with proven track records are deployed on the programme; relevant detail is provided per module, indicating areas of expertise and track records /extent of experience of the module facilitator;
- 5.3. Best practice approaches and methodologies are employed in the delivery of the programme; these are outlined clearly, and are open to input by the NRF where required;
- 5.4. Contributions from selected NRF managers or executives or select partners or

stakeholders, are accommodated in various forms, such as guest presentations, and is integrated into the delivery of the programme; this integration is indicated clearly in the programme delivery outline; and

5.5. Structured feedback provided to the NRF at quarterly or study block intervals during the course of the project; the feedback is on both content and implementation aspects of the programme; such feedback opportunities are indicated clearly in the delivery outline.

6. ACCREDITATION AND CERTIFICATION

6.1. Accreditation of the contracting institution by the Council on Higher Education (CHE) is mandatory. Failure will lead to disqualification and contract termination. Participants who complete the programme successfully and meet all set requirements of the programme are certified accordingly by the appointed institution.

7. CATERING

7.1. The contracted institution provides catering to the delegates during the period of the contract and at the graduation ceremony. Written confirmation of who is responsible for the catering for the delegates must be provided at commencement of the contract and can be further discussed at the contracting stage. Minimum requirements for catering entail:

- Light Breakfast (e.g. tea, coffee, juice, sandwiches)
- Late morning Tea and coffee , biscuits
- Lunch
- Late afternoon Tea and coffee , biscuits

8. GRADUATION CEREMONY

8.1. The contracted institution provides/ facilitates a graduation ceremony for the delegates of the programmes at the end of each programme cycle. Minimum requirements for the graduation ceremony:

- Formal programme of the day
- Opening eulogy by either NRF and/or bidders representative
- Graduation procession: certificates handed by NRF leadership and bidders representative
- Closing remarks and thanks
- Catering
- Photography

9. PROJECT PLAN

9.1. A project plan detailing the various stages of the project, and related activities per stage from project initiation to closure, must be provided. The plan should include a clear indication of project roles and responsibilities, and points of interface with the NRF working group; and

9.2. The plan must cover the five-year period in which the programme is offered, and reflects the three, concurrent, staggered streams of the programme per year. The plan is updated quarterly for discussion with the NRF project manager

10. Bidders must submit a minimum of three (3) contactable references of clients who have procured similar services from them.

SERVICE PERFORMANCE LEVELS

Service being Measured	Measurement	Minimum level
Adherence to agreed project timing plan	Days overdue	On time with programme
Quality of programme content/module	As per delegate review feedback	GOOD
Quality of learning tools	Inspection and delegates Evaluation feedback	GOOD
Quality of learning environment	Site inspection Evaluation	GOOD
Quality of programme (s) delivery	As per delegate review feedback	GOOD

PENALTIES PER EACH PERFORMANCE LEVEL SET

Service being Measured	Penalty where minimum levels are breached
Adherence to agreed project timing plan	Contracted institution pays for all corrective costs to bring the plan back into the agreed alignment The NRF deems failure in any of these areas as contract performance failure. The termination clause in the GCC is applied
Quality of programme content/module	
Quality of learning tools	
Quality of learning environment	
Quality of programme (s) delivery	

PENALTY CLAUSE EXTRACTED FROM THE GENERAL CONDITIONS OF CONTRACT

GCC22

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

SBD 3.1: PRICING DETAIL WITH FIRM UNIT PRICES

SBD 3 - Pricing Schedule for the Duration of the Contract

NOTE

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.

In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Detailed information i.e. costed bill of quantities is optional and can be provided as an annexure to the details provided

The NRF accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract.

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

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)

(Complete each line to allow a FAIR and TRANSPARENT price comparison to the benefit of all bidders)

<u>NO</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1	15	E-learning Curriculum for first six months	Per student		
2	15	E-learning Curriculum for second six months	Per student		
3	15	New-to-Management Curriculum	Per student		
4	15	Strategic Management development programme Curriculum	Per student		

Total Cost is determined by adding the total prices above

TOTAL COSTED VALUE OF ABOVE	R
Annual escalation rate (%)	

Delivery Administration

Required by Business Unit:	NRF
At delivery site:	Bidder to agree with the NRF on the delivery site of the training
Period required for delivery upon placement of delivery instruction:	Three months as stated in the contract period paragraph

GENERAL CONDITIONS OF CONTRACT

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

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

GCC1	1. Definitions - The following terms shall be interpreted as indicated:
	1.1. “Closing time” means the date and hour specified in the bidding

	<p>documents for the receipt of bids.</p> <p>1.2. “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3. “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6. “Country of origin” means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7. “Day” means calendar day.</p> <p>1.8. “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>1.10. “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14. “GCC” mean the General Conditions of Contract.</p> <p>1.15. “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p>
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	<p>1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17. "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
GCC2	2. Application
	<p>2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2. Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.</p> <p>2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	3. General
	<p>3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2. With certain exceptions (National Treasury's eTender website), invitations</p>

	to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC4	4. Standards
	4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC5	5. Use of contract documents and information
	<p>5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.</p> <p>5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
GCC6	6. Patent rights
	6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	7. Performance security
	<p>7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser</p>

	<p>and shall be in one of the following forms:</p> <ul style="list-style-type: none"> ▪ bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or ▪ a cashier's or certified cheque <p>7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
GCC8	<p>8. Inspections, tests and analyses</p>
	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.</p> <p>8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p>

	8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
	All course material to be inspected and approved before the training commences by the NRF
GCC9	9. Packing
	<p>9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>
GCC10	10. Delivery and Documentation
	<p>10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2. Documents to be submitted by the supplier are specified in SCC.</p>
GCC11	11. Insurance
	11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	12. Transportation
	12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	13. Incidental services
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> ▪ performance or supervision of on-site assembly and/or commissioning of the supplied goods;

	<ul style="list-style-type: none"> ▪ furnishing of tools required for assembly and/or maintenance of the supplied goods; ▪ furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; ▪ performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and ▪ Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
	<p>Above services read as those services incidental to the provision of the Management Development Programmes</p>
GCC14	<p>14. Spare parts</p>
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> ▪ such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and ▪ in the event of termination of production of the spare parts: <ul style="list-style-type: none"> ▪ Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and ▪ Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
GCC15	<p>15. Warranty</p>
	<p>15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in</p>

	<p>the conditions prevailing in the country of final destination.</p> <p>15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.</p>
GCC16	16. Payment
	<p>16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4. Payment will be made in Rand unless otherwise stipulated in SCC</p>
GCC17	17. Prices
	<p>17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
GCC18	18. Contract amendment
	<p>18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
GCC19	19. Assignment
	<p>19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>

GCC20	20. Subcontract
	<p>20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract</p>
GCC21	21. Delays in supplier's performance
	<p>21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> <p>21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
GCC22	22. Penalties (REFER TO GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT)
	<p>22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the</p>

	<p>goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>
GCC23	<p>23. Termination for default</p>
	<p>23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> ▪ if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; ▪ if the Supplier fails to perform any other obligation(s) under the contract; or ▪ If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.</p> <p>23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.</p>

	<p>23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <ul style="list-style-type: none"> ▪ the name and address of the supplier and / or person restricted by the purchaser; ▪ the date of commencement of the restriction ▪ the period of restriction; and ▪ The reasons for the restriction. <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
GCC24	<p>24. Anti-dumping and countervailing duties</p>
	<p>24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the STATE is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the STATE or the STATE may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
GCC25	<p>25. Force Majeure</p>
	<p>25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>25.2. If a force majeure situation arises, the supplier shall promptly notify the</p>

	<p>purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
GCC26	26. Termination for insolvency
	<p>26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
GCC27	27. Settlement of disputes
	<p>27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> ▪ the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and ▪ The purchaser shall pay the supplier any monies due the supplier.
GCC28	28. Limitation of liability
	<p>28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <ul style="list-style-type: none"> ▪ the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or

	<p>damages to the purchaser; and</p> <ul style="list-style-type: none"> ▪ The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	29. Governing language
	<p>29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
GCC30	30. Applicable law
	<p>30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
GCC31	31. Notices
	<p>31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
GCC32	32. Taxes and duties
	<p>32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services</p>
GCC33	33. National Industrial Participation Programme
	<p>33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.</p>

GCC34	<p>34. Prohibition of restrictive practices</p>
	<p>34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>34.1. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.</p>
<p>GCC SCC</p>	<p>Contracted Party Due Diligence</p> <p>The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.</p>
<p>GCC SCC</p>	<p>Copyright and Intellectual Property</p> <p>All background intellectual property shall be deemed to invest in and remain the sole property if the party that contributed it to this contract and/or disclosed the same to the NRF.</p> <p>The contracted supplier hereby grants the NRF a fully paid up, irrevocable, non-exclusive, and transferable licence to use its background intellectual property including the right to sub-licence to third parties in perpetuity and to the extent that shall reasonably be required by the NRF for the exploitation of the contract intellectual property and to enable the NRF to obtain the full benefit of the contract intellectual property.</p> <p>.The parties agree that all right, title, and interest in the contract intellectual property rightly invests in the NRF and to give effect to the foregoing:</p> <ol style="list-style-type: none"> 1. The contracted supplier hereby assigns all rights, titles, and interests in and to the contract intellectual property that it may own to the NRF and the NRF hereby accepts such assignment, and 2. The contracted supplier undertakes to assign in writing to the NRF all contract

	<p>intellectual property and which may invest in the contracted supplier.</p> <p>The contracted supplier shall ensure that the contract intellectual property is kept confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted supplier shall assist the NRF in obtaining statutory protection for the contract intellectual property at the expense of the NRF wherever the NRF may choose to obtain such protection. The contracted party shall procure where necessary the signatures of its personnel for the assignment of the contract intellectual property to the NRF, or as the NRF may direct, and to support the NRF, or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The contracted supplier hereby irrevocably appoints the NRF to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the NRF, in its absolute discretion, requires in order to give effect to the terms of this clause.</p> <p>The rights and obligations set out in this clause shall service termination of this contract indefinitely.</p>
<p>GCC SCC</p>	<p>Confidentiality</p> <p>The recipient of confidential information shall be careful and diligent do as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the NRF and after termination of its involvement with the NRF, the recipient shall not:</p> <ol style="list-style-type: none"> 1. Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent. 2. Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or 3. Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract. <p>The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient, not to</p> <ol style="list-style-type: none"> 1. Disclose the confidential information to any third party, or 2. Use the confidential information otherwise than as may be strictly necessary for the execution of the contract, <p>Both during the term of their associations with the recipient and after termination of their respective associations with the recipient.</p> <p>The recipient shall take all such steps as may be reasonably necessary to prevent</p>

the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

1. Was in the possession of the recipient prior to its involvement with the NRF;
2. Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
3. Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the NRF, or
4. Was independently developed by the recipient prior to its involvement with the NRF; or
5. Is required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the NRF of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the NRF all material embodiments, whether in documentary or electronic form. Of the confidential information including but not limited to:

1. All written disclosures received from the NRF;
2. All written transcripts of confidential information disclosed verbally by the NRF; and
3. All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information is being made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2.
 - 1.2.1. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- 1.3. Points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contributor.
- 1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor 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

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
 - 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1. In terms of Regulation 6 (2) and 7 (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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-

contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

.....

8.2. VAT registration number:

.....

8.3. Company registration number

.....

8.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

.....

8.8. 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-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 8.8.1. The information furnished is true and correct;
- 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 8.8.4. If the B-BBEE status level of contributor 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 –
 - 8.8.4.1. disqualify the person from the bidding process;
 - 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 8.8.4.3. 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;
 - 8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
 - 8.8.4.5. forward the matter for criminal prosecution.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

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

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

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

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

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

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

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

<p>In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.</p>	
<p>The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract.</p>	
<p>I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation</p>	
<p>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</p>	
<p>SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES</p>	
<p>Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish</p>	<p>YES / NO</p>

particulars as an attached schedule:

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.

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the STATE ¹, 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, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be

indicated in a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule	YES / NO
Name of person/ director/ trustee/ shareholder/member:	
Name of STATE institution at which you or the person connected to the Bidder is employed	
Position occupied in the STATE institution	
Any other particulars:	
If you are presently employed by the STATE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the STATE in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the STATE and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/	YES / NO

	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:	
BID SUBMISSION CERTIFICATE FORM - (SBD 1)		
	I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
	My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.	
	The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
	Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
	Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached
		CSD / Tax clearance letter
	Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)
	Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017 (SBD6.1) and supported by a valid BBBEE certificate that has been certified either as copy or original.	
	Declaration of Bidder's past SCM practice (SBD 8)	General Conditions of Contract and special/additional conditions of contract as set out in this document
	NIPP Obligations (SBD 5) where applicable	
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.	

	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
	I certify that the information furnished in these declarations (SBD3, SBD4, SBD6.1, SBD5, SBD8, SBD9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.
	I confirm that I am duly authorised to sign this offer/ bid response.
NAME (PRINT)	
CAPACITY	
SIGNATURE	
Witness 1	
NAME	
SIGNATURE	
Witness 2	
NAME	
SIGNATURE	
DATE	