



**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 ICT 007/2016-17
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CLOSING DATE AND TIME	20 January 2017 @ 11:00am
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BID DESCRIPTION

Appointment of a service provider to configure System Centre Suite Service Manager, System Centre Suite Configuration Manager and System Centre Suite orchestrator to its requirements and to deploy the system and transfer skills for NRF technical team to continue supporting the deployed system. The appointed service provider must provide system support to the configured system for 12 months after deployment.

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

PHYSICAL ADDRESS

NRF Reception
National Research Foundation
Opposite CSIR South Gate

ADDRESSED AS FOLLOWS:

On the face of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address

Meiring Naude Road Brummeria Pretoria 0184	
<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” at the end of the bid invitation of all required documentation with certain documentation mandatory for entering the evaluation phase. 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 – 2011 AS AMENDED.</p>	
<p>THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.</p>	
<p>The NRF deems that the bidder has read and accepted these conditions of contract.</p>	
<p>REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):</p>	
<p>The bidder registers on the National Treasury’s Central Supplier Database in order to do business with any organ of state. The NRF is an organ of state. Registration on the CSD (www.csd.gov.za) is compulsory and the NRF does not consider unregistered bidders.</p> <p>National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za</p>	
<p>SETS OF BID DOCUMENTS REQUIRED:</p>	
<p>Number of ORIGINAL documents for contract signing</p>	<p>2</p>
<p>Bidders must submit the bid in hard copy format (paper document) to the NRF. The hard copy of these original sets of documents serves as the bid documentation and includes all contractual conditions. This document with the bidder’s response to the specification, the bidder’s pricing and the SBD 7 – contract form signed by both parties is the legal contract and the master record between the bidder/contractor 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>	
<p>Number of EVALUATION copies:</p>	<p>5</p>
<p>Bidders mark documents as either “Original” or “Copy for evaluation” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING” Sections if applicable.</p>	
<p>Two envelope system required</p>	<p>YES</p>
<p>The objective of the two-envelope system is to evaluate the functionality of the bid’s proposal without reference to the bid’s price section ensuring the NRF evaluates both sections in a fair and unbiased manner. The first envelope holds all documents excluding the SBD3 and detailed supporting pricing documentation. The second envelope holds the SBD3 and the detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document. The NRF only opens the proposal – the first envelope – at the evaluation stage and only opens the pricing – the second envelope – for those bidders who meet the predefined threshold at the proposal evaluation.</p>	
<p>ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING</p>	
<p>TECHNICAL ENQUIRIES</p>	<p>SUPPLY CHAIN MANAGEMENT ENQUIRIES</p>
<p>Mr Joakimu Mandiwona Tel: 012 481 4153 Email: Joakimu.mandiwona@nrf.ac.za</p> <p>Ms Mamakwa Pampa Tel: 012 481 4274 Email: msefiri@nrf.ac.za</p>	<p>Mr Lebogang Mosoma Tel: 012 481 4337 Email: lebogang.mosoma@nrf.ac.za</p>
<p>INTRODUCTION TO THE NRF</p>	
<p>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.</p>	
<p>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</p>	

	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 functional and geographical diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units.
<p>INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID</p>	
	The IT department is a business unit of the NRF located at the NRF Building in Pretoria responsible for providing IT services to the NRF.

RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

RETURNABLE DOCUMENTS (M = Mandatory (Go/No GO))		Envelope 1		
	Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 5 if applicable, 6.1, 6.2 if applicable, 8 and 9	M (Evaluation)	YES	N O
	Proposal to specification including evidence of meeting the specification, capacity, capability, bidder's profile, cvs of staff managing the contract.	M (Evaluation)	YES	N O
	Proof of Registration on the Government's Central Supplier Database	M (Administrative)	YES	N O
	B – BEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf	(Administrative)	YES	N O
	Project management plan, detailing scheduling for the configuration, testing, deployment and training.	M (Evaluation)	YES	N O
	Three Contactable and written references in the format under annexure not older than 12 months	M (Evaluation)	YES	N O
	Microsoft Gold Certified Partner for System Centre certification. Certified for at least 24 months	M (Evaluation)	YES	N O
	Microsoft Certified engineers for System Centre certification for resources allocated to the contract. Certified for at least 24 months	M (Evaluation)	YES	N O
	List of similar projects completed or in progress in the last 24 months	M (Evaluation)	YES	N O
RETURNABLE DOCUMENTS		Envelope 2		
	Detail pricing in the SBD 3 format	M	YES	NO
	Detail price sheets and supporting documents	M	YES	NO

THE BIDDING PROCESS

This bid is evaluated through a three-stage process

Stage 1 – Compliance to Requirements including Mandatory as these are GO/NO GO gates

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF provides the Returnable Document Checklist listing these and which documents are mandatory (GO/NO GO) at the end of this invitation for the bidders.

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.

Stage 2 – Evaluation of Bids against Specifications and Quality

The NRF evaluates each bidder's response to the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation.

The NRF will where circumstances justify request an evaluation sessions such as interviews/presentations/pitching sessions/proof of concept with short-listed bidders before concluding the evaluation.

Bidders making the minimum evaluation score will pass to stage 3.

Stage 3 – Price/Preference Evaluation

The NRF compares each bidder's pricing proposal on a fair and equitable basis taking into account all aspects of the bids requirements. The NRF ranks the qualifying bids on price and preference points claimed in the following manner:

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

Preference - preference points as claimed in the preference claim form (SBD6.1) added to the price ranking scores; and

The NRF selects the bidder with the highest combined score to contract with subject to the bidder having supplied all the relevant administrative documentation. The NRF reserves the right in terms of section 2(1)(f) of the Preferential Procurement Policy Framework Act to evaluate the final bidder selection on the grounds of objective reasons excluding price and preference.

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

Collusion, Fraud And Corruption

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

Fronting

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

Confidentiality

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

Sub-contracting Direct

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

Information Provided In The Procurement Invitation

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

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 howsoever 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 scoring less than the minimum threshold of **75%** against the technical evaluation criteria fail technical qualification and are not eligible for the next stages of evaluation, which is Price and Preference.

EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES

Selection Element (examples)		Weight					
1	Evaluate the capability of the bidder in terms of experience in skills and knowledge transfer based on the list of similar work completed , Skills & Knowledge transfer plan AND based on 3 written references not older than 12 months	20%	0	5	10	15	20
			Proposal shows no understanding of requirements or has no experience	Proposal shows limited understanding and less than 1 year of experience and has provided a written plan for skills transfer	Proposal shows good understanding and up to 2 years' of experience and has provided a written plan for skills transfer	Proposal shows a thorough understanding of and up to 3 years' of experience and has provided a written plan for skills transfer	Proposal shows excellent understanding and has more than 3 years' experience and has provided a written plan for skills transfer
2	Evaluate the capability of the bidder in terms of experience in delivering on this type of work, based on the list of similar work completed AND based on 3 written references not older than 12 months	50%	0	12.5	25	32.5	50
			Proposal shows no understanding of requirements or has no experience	Proposal shows limited understanding and less than 1 year of experience	Proposal shows good understanding and up to 2 years' of experience	Proposal shows a thorough understanding of and up to 3 years' of experience	Proposal shows excellent understanding and has more than 3 years experience
3	Evaluate the support services provided by utilising at least 3 reference letters received	30%	0	7.5	15	22.5	30
			Defined as all support criteria in all reference letters need improvement	Defined as all support criteria in some reference letters meets requirements	Defined as all support criteria in all reference letters meets requirements	Defined as all support criteria in some reference letters exceeds requirements	Defined as all support criteria in all reference letters exceeds requirements

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);			Yes/No/NA
Affidavit confirming turnover and black ownership or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership certified by the registered Commissioner of Oaths			Yes/No/NA
A Registered Auditor registered by IRBA			Yes/No/NA
Are you the accredited representative in South Africa for the goods/services/works offered?			
YES or NO If yes enclose proof in the annexure and summarized detail below			

CONTEXT

NRF acquired licenses for Microsoft System centre suite 2012, which includes the following modules:

- Microsoft System centre 2012 Service Manager
- Microsoft System centre 2012 Configuration Manager
- Microsoft System centre 2012 Orchestrator

The NRF is decommissioning the current service desk system. The solution deployed must initially support five service desk functions as listed below:

- IT service Desk
- NRF Support Desk (External NRF Stakeholders)
- IT Business Support Desk
- NRF Building and Maintenance Support desk
- Phoenix Application Support desk (Phoenix is an NRF proprietary application)

The NRF does not currently have installation of

- Microsoft System centre 2012 Configuration Manager
- Microsoft System centre 2012 Orchestrator
- Microsoft System centre 2012 Service Manager

The number of active desktop users currently does not exceed 375 at any given time, and NRF has sufficient licenses for both desktop users and servers to support the installations required.

CONTRACT PERIOD

The contract duration is for the installation, configuration, customisation, testing and handover of the service manager system, configuration manager system and the orchestrator system. After the acceptances of all systems handed over, 12 months support for each system.

The contract period commences from the date that both parties sign the contract (SBD7)

SPECIFICATIONS FOR THE REQUIRED PROCUREMENT

WORK REQUIRED

		#	Deliverable	Description
		1	System Centre Modules installation and integration	<ul style="list-style-type: none"> I. Installation of the following Microsoft System Centre 2012 modules provided by the NRF: <ul style="list-style-type: none"> a. Microsoft System centre 2012 Service Manager b. Microsoft System centre 2012 Configuration Manager c. Microsoft System centre 2012 Orchestrator
		2	Customisation and configuration of System Centre Service Manager for all five service desk functions	<ul style="list-style-type: none"> II. Configure the base settings in Service Manager, such as notifications, queues and templates; III. Configure and customise incident and problem management function; IV. Configure and customise activity, change and release management function; V. Configure and customise service requests function to support the creation of templates; VI. Configure and customise service level management function ; VII. Integrate self-service portal with Active Directory to allow for single sign-on VIII. Configure and customise the self-service portal for use by the NRF internal users for uses such as accessing the IT service catalogue, logging and tracking their logged tickets, accessing the knowledge base, requesting IT or business services online and completing such activities as booking IT or business resources online using workflows; IX. Configure and customise the reporting function to support the service desks to create basic and customisable reports

		<p>Configuration and Customisation of System Centre Configuration Manager(SCCM)</p>	<p>XVIII. Implementation of SCCM for a single site</p> <p>XIX. Integration of SCCM with Service Manager and all other systems to ensure a smooth operation of the system</p> <p>XX. Configuration and customisation of SCCM to support up to 375 SCCM clients</p> <p>XXI. Implementation should include the following named components:</p> <ul style="list-style-type: none"> a. Asset Management tools b. Software Update Management c. Wake on LAN d. Remote Support Tools e. Software Distribution f. Operating System Deployment (OSD)
		<p>Configuration and Customisation of System Centre Orchestrator</p>	<p>XXII. Customisation of Microsoft System Centre Orchestrator workflows to support service manager implementation</p> <p>XXIII. Integration of Microsoft System Centre Orchestrator with other installed System Centre modules</p>

		<p>Skills Transfer and Documentation</p>	<p>XXIV. In all configurations and customisation the bidder must skill NRF technical team through the transfer of knowledge, so that the NRF team can continue to use the system, perform tasks to maintain the smooth function of the configured solutions and.</p> <p>XXV. The Bidder must provide technical documentation of all the configuration and customisation done.</p> <p>XXVI. The Bidder must provide relevant end-user manual of all the configuration and customisation done.</p> <p>XXVII. The bidder must transfer knowledge to the NRF on the configuration and customisation of the system so that there is minimal reliance on the bidder if NRF want to make future changes or improvements on the configurations and customisations done.</p> <p>XXVIII. The bidder must work closely and involve the assigned NRF Technical team to facilitate skills transfer during deployment</p> <p>XXIX. The bidder must facilitate a technical handover session with NRF Technical team as part of the skill transfer to ensure that the technical team has sufficient knowledge to administer the deployed system after it is put in production</p> <p>XXX. The bidder must recommend to the NRF relevant professional training necessary for the NRF Technical team to continue with customisation and configuration of the system after the system is put into production.</p>
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PRICING DETAIL

SBD 3 - Pricing Schedule for the Duration of the Contract

(SBD 3.1 - Firm Unit Pricing)

NOTE

The unit prices are deemed “Firm Unit Pricing”

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

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

Detailed information 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)

(WHERE FOREIGN EXCHANGE APPLIES, AND THE BIDDERS USE DIFFERENT EXCHANGE RATES, A UNIFORM RATE WILL BE USED BY THE NRF TO ADJUST THE QUOTED PRICES TO ALLOW FOR FAIR COMPARISON)

<u>NO</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>
1	1	Customisation and deployment of all modules for the five service desks	Per completed deployment	
2	1	Skills and knowledge transfer	Per completed program	

3	12	Support to the deployment of the suite on basis of time and material	Months	
Total Cost is determined by multiplying quantity by unit price				
TOTAL COSTED VALUE OF ABOVE		R		
Delivery Administration				
	Required by Business Unit:	NRF IT		
	At delivery site:	NRF Building as per the address above		
	Period required for delivery upon placement of delivery instruction:	As per the finalised project plan after contract has been signed		
	Delivery	Firm after agreement reached on the finalised project plan		
	Delivery basis	Full cost to delivery site		
	Brand and model, if not included in the proposal	Not Applicable as the NRF owns the software suites being customised		
	Country of origin, if not included in the proposal	South Africa		
PREFERENCE POINTS CLAIMED (SBD 6.1)				
	NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.			
	In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:			
	The following preference point systems are applicable to all bids: the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).			

The value of this bid is **estimated not to exceed** R 1 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable.

THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS:

POINTS

PRICE

80

B-BBEE STATUS LEVEL OF CONTRIBUTION

20

Total points for Price and B-BBEE must not exceed

100

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

BBEE Status Level of Contributor per B-BBEE Certificate	Preference Points Claimed
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant	0

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.

A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a valid BBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf

A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.

A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

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

B-BBEE Status level claimed	
Preference Points claimed	

BID DECLARATION: SUB-CONTRACTING

Will any portion of the contract be sub-contracted?	YES / NO
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If Yes, indicate:

What percentage of the contract will be subcontracted?	
Names of the sub-contractor	
The B-BBEE status level of the sub-contractor	
Whether the sub-contractor is an EME?	YES / NO
<p>I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:</p> <p>The information furnished is true and correct;</p> <p>The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations;</p> <p>In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;</p> <p>If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –</p> <ul style="list-style-type: none"> Disqualify the Bidder from the bidding process; Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct; 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; Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution; and Forward the matter for criminal prosecution. 	

DUE DILIGENCE REQUIREMENTS

Contactable References

The bidder is required to supply at least three (3) reference letters per relationship where applicable (i.e. maintenance, supply and commissioning.), as per the format under the Annexure section. The form is for those customers for whom the bidder has completed work within the last twelve months and/or current work in progress. The customers are to complete the form on their company letterhead. Prior to appointment, the NRF reserves the right to contact referenced clients , and also reserve the right not to appoint if due diligence is not satisfactory.

Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary

Bidders are required to provide evidence of good standing with their tax office (overseas and local).

Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder’s tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.

Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same requirement of tax status, a copy of that certificate should be provided.

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

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

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

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

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

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

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

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

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

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

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation

<p>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 organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>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.</p>	
<p>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</p>	
<p>Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:</p>	

<p>The Bidder is employed by the State; and/or</p> <p>The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.</p>	
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>	
<p>Full Name of Bidder or his/her representative</p>	
<p>Identity Number:</p>	
<p>Position occupied in the Company (director, trustee, shareholder, member):</p>	
<p>Registration number of company, enterprise, close corporation, partnership agreement</p>	
<p>Tax Reference Number:</p>	
<p>VAT Registration Number:</p>	
<p>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:</p>	
<p>Schedule attached with the above details for all directors/members/shareholders</p>	
<p>Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule</p>	<p>YES / NO</p>
<p>Name of person/ director/ trustee/ shareholder/member:</p>	
<p>Name of state institution at which you or the person connected to the Bidder is employed</p>	
<p>Position occupied in the state institution</p>	
<p>Any other particulars:</p>	

<p>If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?</p>	<p>YES / NO</p>
<p>If Yes, did you attach proof of such authority to the Bid document?</p>	
<p>If No, furnish reasons for non-submission of such proof as an attached schedule</p>	
<p>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</p>	
<p>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?</p>	<p>YES / NO</p>
<p>If so, furnish particulars as an attached schedule:</p>	
<p>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?</p>	<p>YES / NO</p>
<p>If so, furnish particulars as an attached schedule.</p>	
<p>Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?</p>	<p>YES / NO</p>
<p>If so, furnish particulars as an attached schedule:</p>	
<p>CONTRACTUAL OBLIGATIONS OF EACH PARTY</p>	
<p>National Research Foundation</p>	
<p>1. Contract Management 1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>2. Contract Manager 2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.</p> <p>3. Contract Communication 3.1. The NRF communicates all communications in writing as well as through</p>	

email.

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

4. Customisation

- 4.1. The NRF provides both the ICT staff and the specific service desk staff for consultation and involvement in the customisation and testing of the customised modules.
- 4.2. Such staff provides the specific output requirements that the deployment must deliver.

5. Skills Transfer

- 5.1. The NRF makes available the ICT staff and the Service desk staff for training on the customisation and skills transfer for development of further helpdesks.

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

- 6.1. Incidental services are specified in the incidental services clause
- 6.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.

7. Performance Management

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

PERFORMANCE LEVELS		
Service being Measured	Measurement	Minimum level
Customisation and deployment	ICT satisfaction; Service desk management satisfaction	Meets NRF requirements
Skills transfer	User staff ability	ICT staff skilled adequately to manage modules and create new service desks Service desk staff adequately skilled to manage their helpdesks

Support	Response to support calls	Adequate response to calls; Satisfaction of solutions provided
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CONTRACTED BIDDER

1. Managing the Contract

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

2. Contract Manager

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

3. Communication

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

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

4. Customisation

4.1. The contractor will meet and obtain the customisation requirements of the modules and the specific helpdesks from the NRF ICT staff and the specific help desk staff to determine the set up, customisation and deployment of the modules and the helpdesks within these modules.

5. Skills Transfer

5.1. The contractor provides adequate time and resources to transfer all skills to manage the modules, to support the helpdesks staff in managing their helpdesks and to create any new helpdesks within the modules.

6. Deployment testing and hand over “fit for purpose” certification

6.1. The contractor provides a testing function to test the customised modules and the newly created service desks prior to testing with the relevant internal NRF staff

6.2. The contractor and the NRF will have a formal hand over in which both parties confirm the customisation and deployment meet the specifications and requirements of the NRF. **Both parties sign the deployment verification certificate prior to any invoice is raised.**

7. Support during the twelve months after deployment into production

7.1. The contractor provides both telephonic, on line and on-site support during this period as required by the requirements of the support requests

7.2. Support requests are signed off by the contractor and the NRF as evidence of satisfaction on clearing the support requests

8. Health and Safety Requirements

8.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and

	<p>safety of its employees and those other people affected by the operations of the supplier.</p> <p>8.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>8.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.</p>
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GENERAL CONDITIONS OF CONTRACT

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

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

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

	<p>1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14. "GCC" means the General Conditions of Contract.</p> <p>1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>1.24. "Services" means those functional services ancillary to the supply of the</p>
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	<p>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 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</p>
GCC4	4. Standards
	<p>4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
GCC4 SCC	The standards specified in this bidding document are those within the Microsoft certification standards
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 so far as may be necessary for purposes of such performance.</p>

	<p>5.2. The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all 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
	<p>6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
GCC7	7. Performance security
	<p>7.1. Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.</p> <p>7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2. a cashier’s or certified cheque</p> <p>7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
GCC7 SCC	No performance security is required
GCC8	8. Inspections, tests and analyses
	<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</p>

	<p>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> <p>8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
<p>GCC8 SCC</p>	<p>Customisation to be made to the modules are approved by NRF prior to customising the modules.</p> <p>Specifications and settings for each service desk is approved by NRF prior to developing the helpdesks.</p>
<p>GCC8 SCC</p>	<p>Deployment testing prior to transfer to production</p>
<p>GCC8 SCC</p>	<p>Both parties verify fit for purpose prior to deployment to production.</p>

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>
GCC9 SCC	Not applicable:
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>
GCC10 SCC	<p>The contractor provides all manuals for the customisation in both physical and electronic.</p> <p>The contractor documents all customisations to the level of these being duplicated by internal NRF staff</p>
GCC10 SCC	<p>Deployment and service requests must have a sign-off document signed by the NRF representative and the contractor representative.</p> <p>All documentation state the official order against which the delivery has been made.</p> <p>The NRF is under no obligation to accept any quantity which is in excess of the ordered quantity.</p>
GCC10 SCC	The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.
GCC11	11. Insurance
	<p>11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or</p>

	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.
GCC12 SCC	Not applicable
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> <p>13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
GCC13 SCC	Additional services to those listed in clause GCC13.1 above are all services necessary to clear a support request.
GCC14	14. Spare parts
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2. in the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser</p>

	<p>14.1.2.2. 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.</p>
GCC14 SSC	Not applicable
GCC15	15. Warranty
	<p>15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5. If the supplier, having been notified, fails to remedy the defect(s) within 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>
GCC15 SSC	The contractor warrants their customisation will function from deployment for 12 months.
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</p>

	<p>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>
GCC16 SCC	Payment is made on presentation of invoice with the signed service/deployment verification certificate
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>
GCC17 SCC	<p>Incidental services that are not specified in the SBD3 are adjusted as set out in clause GCC13.2.</p> <p>Contract management verifies all cost adjustment applications prior to giving approval.</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>
GCC20 SSC	<p>The supplier shall notify the purchaser in writing of all subcontracts under this contract inclusive of termination of such sub-contracts and the replacement of sub-contracts previously notified in writing.</p> <p>The supplier cannot sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the supplier, unless the supplier sub-contracts to an EME that has the capability and ability to execute the sub-contract.</p> <p>The supplier provides proof, in the legislated formats, of the sub-contractor’s B-BBEE status for each sub-contract to this contract to the NRF.</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
	<p>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.</p>

GCC22 SSC	PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED	
	Situation Requiring Penalty	Penalty where below minimum
	Deployment does not function due to contractor failure	Contractor corrects the issue at its own cost
	Contractor does not support calls on-site or via terminal services within 1 business day	Contractor compensate the NRF at agreed daily rate for any day lost with no support response
GCC23	23. Termination for default	
	<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> <p>23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>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 time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the 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</p>	

	<p>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> <p>23.6.1. the name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2. the date of commencement of the restriction</p> <p>23.6.3. the period of restriction; and</p> <p>23.6.4. the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>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	24. Anti-dumping and countervailing duties
	<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	25. Force Majeure
	<p>25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier</p>

	<p>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 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> <p>27.5.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2. the purchaser shall pay the supplier any monies due the supplier.</p>
GCC28	28. Limitation of liability
	<p>28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p>

	<p>28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
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>
BID SCC	<p>Intellectual property provided in the bid invitation</p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF</p>
BID SCC	<p>Intellectual property contained in the deliverables</p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.</p>
BID SCC	<p>Third Party Warranty</p> <p>Where the contracted party sources goods or services from a third party, the contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party.</p>
BID SCC	<p>Third Party Agreements</p> <p>No agreement between the contracted party and the third party is binding on the</p>

	NRF.
BID SCC	<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>

NATIONAL RESEARCH FOUNDATION ANNEXURES

1	Reference Letter Template			
	Bidder's Letterhead			
	We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.			
	Referee Letterhead		<u>Referee Legal Name</u>	
	<u>REFERENCE ON COMPANY xxxxx</u>			
	Bid Number:			
	Bid Description			
	Describe the service/work the above bidder provide to you below			
	Criteria	Needs improvement	Meets requirements	Exceeds requirements
	Professionalism			
Customer centricity				
Understood the customers' requirements for customisation				

	Customisation and deployment times were efficient for delivery of the customised modules																	
	Satisfaction with bidder																	
	Satisfaction with the work done																	
	Project Planning Management																	
	Reliability																	
	Response to call outs																	
	Overall Impression																	
	No. of times used in past year	Would you use the provider again?	YES/NO															
	<table border="1"> <tr> <td>Completed by:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> </tr> <tr> <td>Company Name:</td> <td></td> </tr> <tr> <td>Contact Telephone Number:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Company Stamp:</td> <td></td> </tr> </table>				Completed by:		Signature:		Company Name:		Contact Telephone Number:		Date:				Company Stamp:	
Completed by:																		
Signature:																		
Company Name:																		
Contact Telephone Number:																		
Date:																		
Company Stamp:																		
2	Drawings (delete if not applicable)																	
3	Support documents to specifications (delete if not applicable)																	

BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT

1	Proposal to Technical Specification
2	

BIDDERS DETAIL PRICE SCHEDULES

1	SBD 3 as set out in this document
2	Documents providing the detail in support of the bid contract value as set out in the SBD3: Schedule of disbursements and unit pricing (delete if not applicable)

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 National Research Foundation in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
	My offer remains binding upon me and open for acceptance by the National Research Foundation during the validity period indicated and calculated from the closing time of Bid Invitation.	
	The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
	Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
	Bidder's responses to specifications, capability requirements and capacity 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	

	2011 (SBD6.1) and the BBBEE certificate	
	Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)
	NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.	
	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.	
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.	
	I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD5, SBD8, SBD9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.	
	I confirm that I am duly authorised to sign this offer/ bid response.	
NAME (PRINT)		
CAPACITY		
SIGNATURE		
Witness 1		
NAME		
SIGNATURE		
Witness 2		
NAME		
SIGNATURE		
DATE		