



**National  
Research  
Foundation**

**INVITATION TO BID**

**SBD1**

<b>BID NUMBER:</b>	NRF SAASTA / 13 / 2015-2016	<b>CLOSING DATE</b>	05 February 2016	<b>CLOSING TIME:</b>	11:00
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**BID DESCRIPTION**

**APPOINTMENT OF A SUITABLE SERVICE PROVIDERS FOR THE PROGRAMMIC SUPPORT GRANT FUNDING TO BENEFIT AND ENHANCE SCIENCE CENTRE PROGRAMMES**

<b>PREFERENTIAL PROCUREMENT SYSTEM:</b>	(points for price : points for procurement preference)	<b>N/A</b>
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<b>BRIEFNG SESSION:</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Compulsory <input type="checkbox"/> Not Compulsory	<b>Date and Time:</b>	<b>N/A</b>	<b>N/A</b>
		<b>Locations:</b>	NRF SAASTA, Didacta Building, 211 Nana Sita Street, Pretoria	

<b>SUBMISSION REQUIREMENTS:</b>	<b>Submission by hand:</b>	<b>Tender Box situated at:</b> Didacta Building 211 Nana Sita Street (formerly Skinner) Pretoria, 0002
	<b>Submission by Courier:</b>	<b>Tender Box.(Pease enquire at Reception )</b> As above on Weekdays between 08:00 and 16:00
	<b>Required on Envelope:</b>	Bid Number (as above) Closing Date and Time <b>Bidder Details:</b> <ul style="list-style-type: none"> <li>- Company Name</li> <li>- Postal Address</li> <li>- Contact Name, contact telephone number and contact e-mail address</li> </ul>
	<b>Method of Submission:</b>	<b>Envelope System:</b> Envelope – Technical (Proposal and SBD Documents) and Pricing (Written Offer including SBD 3.1/2)
	<b>Important Notes:</b>	<p><b>No</b> bid response received <b>after</b> the deadline date and time will be considered.</p> <p>All bids must be submitted on the unaltered official forms in this invitation with additional information supplied on attached supporting schedules.</p>

**This Bid is subject to the general conditions of contract (NRF website) and special conditions of contract as stipulated in this invitation.**

<b>ENQUIRIES:</b>	<b>Technical:</b>	Thandamanzi Mtsweni (011) 551 5946/ <a href="mailto:thandi@saasta.ac.za">thandi@saasta.ac.za</a>
	<b>Procedural:</b>	Tshepo Matheane (012) 392 9300 / <a href="mailto:tshepo@saasta.ac.za">tshepo@saasta.ac.za</a>

**BIDDER DETAILS**

<b>NAME OF BIDDER:</b>	[ ]				
<b>REPRESENTED BY:</b>	[ ]				
<b>POSTAL ADDRESS:</b>	[ ]				
<b>PHYSICAL ADDRESS:</b>	[ ]				
<b>CONTACT DETAILS:</b>	<b>TELEPHONE:</b> [ ]	<b>CODE:</b> [ ]	[ ]	<b>NUMBER:</b> [ ]	[ ]
	<b>CELLULAR:</b> [ ]	<b>CODE:</b> [ ]	[ ]	<b>NUMBER:</b> [ ]	[ ]
	<b>FACSIMILE</b> [ ]	<b>CODE:</b> [ ]	[ ]	<b>NUMBER:</b> [ ]	[ ]
	<b>E-MAIL:</b> [ ]	[ ]			
<b>VAT REGISTRATION NUMBER:</b>	[ ]	<b>COMPANY REGISTRATION:</b> [ ]		[ ]	
<b>PRINCIPLE BUSINESS ACTIVITIES:</b>	[ ]				
<b>TYPE OF COMPANY/FIRM:</b> [tick applicable box]	<input type="checkbox"/> Partnership / Joint Venutre / Consortium [ ]		<input type="checkbox"/> Sole proprietor / One Person Business [ ]		
	<input type="checkbox"/> Close Corporation [ ]		<input type="checkbox"/> Company [ ]		
	<input type="checkbox"/> (Pty) Limited [ ]		<input type="checkbox"/> Other [ ]		
<b>COMPANY CLASSIFICATION:</b> [tick applicable box]	<input type="checkbox"/> Manufacturer [ ]		<input type="checkbox"/> Supplier [ ]		
	<input type="checkbox"/> Professional Service Provider [ ]		<input type="checkbox"/> Other Service Provider (e.g. transporter) [ ]		
<b>Has the original and valid tax clearance certificate been submitted: (tick)</b>				<input type="checkbox"/> Yes [ ]	<input type="checkbox"/> No [ ]
<b>NB: Proposal will not be processed if a valid original tax clearance certificate has not been submitted</b>					
<b>NO contract will be awarded without a valid original tax clearance certificate [ ]</b>					

## TERMS OF REFERENCE

### 1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION AND SAASTA

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

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

### 2. BACKGROUND TO PROGRAMME (DST PROGRAMMATIC SUPPORT GRANT INTERVENTION)

An agreement was signed between the Department of Science and Technology (DST) and NRF|SAASTA to coordinate the programmatic support grant funding as required by the DST's mandate for developmental support for science centres. The agreement provides the necessary guidelines in the implementation of the DST science centre developmental support over the period of 2015/16 and 2016/17.

.A science centre is

1. A permanently established science engagement facility addressing the four aims of the science engagement strategy;  
Viz:
  - a. popularising science, engineering, technology and innovation as attractive, relevant and accessible in order to enhance scientific literacy and awaken interest in relevant careers;
  - b. developing a critical public that actively engages and participates in the national debates on science and technology to the benefit of society;
  - c. enhancing science engagement through science communication activities; and
  - d. profiling South African science and science achievements, demonstrating their contribution to national and international development.
2. That has a functional interactive science exhibitions;
3. Run informal educational experiences through the use of interactive STEM exhibits, displays and programmes;
4. That has a permanently qualified employed employee(s);
5. That has an annual plan for its annual activities; and
6. That has a financial management system in place.

In the context of this document, science centres are classified as either science centres belonging to the national network of science centres or emerging science centres. The national network of science centres refers to centres that are aligned to and supported by the Department of Science and Technology. The list of current funded science centres is provided under this

section of these terms of reference. On the other hand, emerging science centres are defined as per definition of science centres above offering similar programmes as those of science centres belonging to the national network of science centres.

Voluntary networks that do not fit the above definition shall not qualify for this funding.

The following is a list of **currently funded science centres** in the network, including the local chapter of the South African Association of Science and Technology Centres (SAASTEC):

#	Science Centre	Legal Entity	Registration Number
1.	South African Association of Science and Technology Centres (SAASTEC)	South African Association of Science and Technology Centres (SAASTEC)	Not applicable
#	Government Institutions	Legal Entity	Registration Number
2.	Anglo American Science Centre	Mpumalanga Department of Education	Not applicable
3.	Bokamoso Science and Technology Centre (BOSTEC)	Department of Education	Not applicable
4.	Giyani Science Centre	Department of Education	Not applicable
5.	Mondi Science, Career Guidance and FET Skills Centre	Mpumalanga Department of Education	Not applicable
6.	Mothibistad Science Centre	Northern Cape Department of Education	Not applicable
#	NRF Facilities	Legal Entity	Registration Number
7.	Hartebeeshoek Radio Astronomical Observatory (HartRAO)	National Research Foundation	Not applicable
8.	iThemba Labs	National Research Foundation	Not applicable
9.	National Zoological Gardens (NZG)	National Research Foundation	Not applicable
10.	South African Astronomical Observatory (SAAO)	National Research Foundation	Not applicable
#	Higher Education Institutions (HEI's)	Legal Entity	Registration Number
11.	BOYDEN Observatory	University of the Free State.	Not applicable
12.	FOSST Discovery Centre	University of Fort Hare	Not applicable
13.	North West University Mafikeng Science Centre	North West University	Not applicable
14.	North West University Potchefstroom Science Centre	North West University	Not applicable
15.	Sci-Enza Science Centre	University of Pretoria	Not applicable
16.	University of Johannesburg Soweto Science Centre	University of Johannesburg	Not applicable
17.	University of Kwazulu Natal Science Centre (STEC-UKZN)	University of KwaZulu-Natal	Not applicable
18.	University of Limpopo Science Centre	University of Limpopo	Not applicable
19.	UNIZULU Science Centre	University of Zululand	Not applicable
20.	Vuwani Science Centre	University of Venda	Not applicable
#	Science Centres (Private)	Legal Entity	Registration Number
21.	ArcelorMittal Science Centre Newcastle	Mittal Steel Foundation	2001/002262/08
22.	ArcelorMittal Science Centre Saldanha Bay	Mittal Steel Foundation	2001/002262/08
23.	ArcelorMittal Science Centre Vanderbijlpark	Mittal Steel Foundation	2001/002262/08

24.	Cape Town Science Centre	Interactive Science Foundation NPC	1999/013100/08
25.	Isibusiso Esihle Science Discovery Centre	Isibusiso Esihle Science Discovery Centre	T361/2013
26.	Johannesburg City Parks	Johannesburg City Council	Not applicable
27.	The KZN Science Centre	The KwaZulu Natal Science Centre NPC	2007/026726/08
28.	Nuclear Corporation of South Africa (NECSA)	NECSA	2000/003735/06
29.	Olwazini Discovery Centre	Golden Horse Casino	4910192345
30.	Osizweni Discovery Centre	Osizweni Education and Development Centre	1979/93
31.	Penreach Shalamuka Science Centre	Penreach College NPC	NPO030149
32.	South African National Space Agency (SANSA-Hermanus)	SANSA	Not applicable
33.	Sasol Inzalo Foundation	Sasol Inzalo Foundation	IT1181/2008
34.	Sci-Bono Discovery Centre	Sci-Bono Discovery Centre	4730216290
35.	Nelson Mandela Bay Science Centre	Uitenhage Despatch Development Initiative	Not applicable

### 3. SCOPE / SUMMARY OF SUPPLY

The overall aim of the Programmatic Support Grant Intervention (PSGI) is to contribute to an environment that enables science centres to respond to the following objectives of the national network of science centres:

- a. Promotion of science and technology literacy among youth and the general public;
- b. Enhancement of learner participation and performance in science, technology, engineering and mathematics (STEM);
- c. Promotion of STEM career education;
- d. Identification and nurturing of youth talent and potential in STEM.

In responding to the objectives of the network of science centres, science centres must conduct activities that will address the following aims of the Science Engagement Framework:

- a. popularising science, engineering, technology and innovation as attractive, relevant and accessible in order to enhance scientific literacy and awaken interest in relevant careers;
- b. developing a critical public that actively engages and participates in the national debates on science and technology to the benefit of society;
- c. enhancing science engagement through science communication activities; and
- d. profiling South African science and science achievements, demonstrating their contribution to national and international development.

SAASTA is inviting science centres through a call to submit innovative and creative proposals for programmatic funding for the 2015/2016 fiscal year and extended to 2016 calendar year. Emerging science centres which satisfy the conditions laid in this call for proposals can also apply for this funding.

#### **4. CONTEXT – WHERE AND HOW INTENDED TO BE USED**

The objective is to allow both emerging science centres and existing members of the national network of science centres (as listed in section 2) to apply for funding meant to support science centre awareness, development and engagement activities. Please note that there are different evaluation criteria for emerging science centres (Section 11) and science centres that are members of the national network of science centres (Section 11). The funding excludes construction of buildings. However, science centres can apply for funding towards reconfiguring of the physical outlay of the existing buildings in order to accommodate new programmes and/or enhance the intentions of the Science Engagement Framework.

A site visit to inspect the science centre will be done to applicants from emerging science unless if such visit has been undertaken prior to the application of funding.

#### **5. DETAILED SPECIFICATIONS**

(A detailed response must be attached to this document and, with this document, forms the Bidder's Bid)

##### **5.1. Bidder Requirements**

5.1.1. Funding is specific for existing and emerging science centres only.

**5.1.2. Bidders are required to be tax compliant and provide proof thereof.**

##### **5.2. General Proposal Requirements**

5.2.1. Bidders must submit their detailed proposal including all calculations on the standard and mandatory template. The SBD3 template allows for fair, transparent and efficient evaluation of proposals received. No proposal is to be retyped.

5.2.2. Written offers must be fully inclusive of all costs; value added tax and other taxes.

5.2.3. Proposal price must be in South African currency and foreign exchange risk is for the account of the bidder.

##### **5.3. Proposal Submission Requirements**

5.3.1. All proposals must be submitted in hardcopy form in the NRF|SAASTA

**Applicants should timeously submit their applications to the correct address. Late submissions will not be considered. The deadline for submissions is 11:00 on or before 05 February 2016.**

##### **5.4. Specifications**

5.4.1. Applications are allowed for current science centre infrastructure development, for example, addition of wheel chair friendly ramps etc. Construction of additional buildings and/or extensions to buildings will not be allowed however partitioning of sections within an existing structure is acceptable.

5.4.2. Applications can include the purchase of exhibitions, mobile labs, planetarium, computers, career guidance materials, scientific content library, etc.

5.4.3. Applications can include support to programmes implemented by the bidder.

5.4.4. **Proposals** should address the following requirements:

- a. Annual plan (compulsory);
- b. Greater participation of learners from all types of schools, especially from rural schools;
- c. Promotion of science and technology literacy among youth and the general public;
- d. Enhancement of learner participation and performance in science, technology, engineering and mathematics (STEM);
- e. Identification and nurturing of youth talent and potential in STEM;
- f. Promotion of STEM career education; and
- g. Use of visitor surveys to assess the impact of the programme.

5.4.5. **Budgets** should adhere to the following requirements:

- a. Price must be fully inclusive of all costs; value added tax and other taxes.
- b. Price must be in South African currency.
- c. A full breakdown of costs, including detailed bill of materials must be provided.
- d. Any changes to a line item require approval of line item change prior to implementation.
- e. SAASTA requires submission of itemised quotations for the interactive exhibits, mobile labs and other (please specify).
- f. SAASTA will not pay for the preparation and delivery of any proposals.
- g. No request for management fees will be considered.
- h. No administrative fees to be included.
- i. Budget should include cover for participation of two members during SAASTEC conference including accommodation and travel (excluding subsistence and travel allowance) will be considered up to a maximum of R25 000.00 per organisation (a breakdown for the two members must be submitted).

## **6. SELECTION AND AWARDING OF CONTRACT**

The bid proposals should be submitted through a one-envelope system: Envelope ONE should contain both the technical and pricing information. The Bid number, name of bidder and closing date must be clearly indicated on each envelope. The envelope should consist of one original document and 5 copies.

NRF|SAASTA reserves the right to communicate recommendations/queries and request the service provider to provide a revision of their original proposal in terms of such recommendations / queries only.

### **Stage 1 – Selection of Qualified Bidders**

**EXISTING SCIENCE CENTRES:** Proposals submitted by the previously funded organisations will be evaluated against the Bid invitation specifications. The proposal must clearly illustrate the requirements as per the scope and detailed specifications. If the proposal does not qualify against the minimum threshold set for the evaluation, the bidder will be provided with one opportunity to revise and re-submit before a stipulated deadline. Failure to do so will result in the proposal being rejected. Only bidders who have submitted their tender documents on time will be evaluated. Evaluation is made in accordance to published evaluation criteria and the scoring set.

**EMERGING OR NEW SCIENCE CENTRES:** Proposals from emerging or new science centres will be evaluated against the Bid invitation specifications. The proposal must clearly illustrate the requirements as per the scope and detailed specifications. If the proposal does not qualify against the minimum threshold set for the evaluation, the bidder will be provided with one opportunity to revise and re-submit before a stipulated deadline.. Only bidders who have submitted their tender documents on time will be evaluated. Evaluation is made in accordance to published evaluation criteria and the scoring set.

### **Stage 2 – Awarding of the Contract**

Bidders are compared on a fair and equal basis taking into account all aspects of the proposals.

The award criteria are:

**Price** – Budgets will be evaluated on its perceived cost effectiveness. SAASTA reserves the right to reduce the award from what the respondent proposed (refer here to the SBD7 – contract form which forms part of the specification) and that the respondent has the right to accept or not.

**Preference** – Preference in terms of funding will be given to existing and previously funded organisations. Emerging and new science centres will be considered in a descending manner as outlined in point 13 – Special Conditions of Contract.

**Administration** - Contracts are awarded where Bidders have supplied the relevant administrative documentation, especially the original Tax Certificate

## **7. QUALIFYING THRESHOLD FOR SELECTION EVALUATION (STAGE 1)**

Bids that have not met a mandatory requirement are marked as failed and will not be evaluated against the technical criteria.

### **EXISTING SCIENCE CENTRES:**

Bids scoring less than the minimum **OVERALL threshold** of **60%** against the technical criteria are marked as questionable and one opportunity to resubmit will be allowed within a shortened deadline (**7 working days from the date of communication**). Failure to respond will result in rejection of the proposal.

### **EMERGING AND NEW SCIENCE CENTRE:**

Bids scoring less than the minimum **OVERALL threshold** of **60%** against the technical criteria are marked as failed and are not considered for awarding.

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

## **8. SELECTION ON SPECIFICATIONS AND CAPABILITY AND CAPACITY**

Evaluation scoring for all criteria other than the mandatory requirements is scored on the following basis:

<b>EVALUATION SCALE</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
No Information to make assessment	Poor	Average	Meets Requirements	Above Expectations

**Total Evaluation Score** = [Score x weighting x number of evaluators] / [Maximum score x 100 x number of Evaluators]

**8.1. TECHNICAL CRITERIA FOR PREVIOUSLY FUNDED ORGANISATIONS ONLY - THESE ARE ALL THE SCIENCE CENTRES LISTED UNDER SECTION 2 OF THIS DOCUMENT.**

Previously funded organisations will be evaluated against the following criteria:

MANDATORY REQUIREMENTS FOR THIS BID (has the bid submission met all mandatory requirements for this bid)		SCORE	
NO	ELEMENT		
1	<p>Is the organization previously funded as per the list in section 2, i.e.</p> <ul style="list-style-type: none"> <li>• a list of <b>currently funded science centres</b> in the network</li> </ul> <p><i>(The panel will evaluate this based on the information supplied in the proposal)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<p>Do the proposed activities respond to at least one of the objectives of the networks of science centres as listed in section 2?</p> <p>Objectives of the national network of science centres:</p> <ol style="list-style-type: none"> <li>a. Promotion of science and technology literacy among youth and the general public;</li> <li>b. Enhancement of learner participation and performance in science, technology, engineering and mathematics (STEM);</li> <li>c. Promotion of STEM career education;</li> <li>d. Identification and nurturing of youth talent and potential in STEM.</li> </ol> <p><i>(The panel will evaluate each of the proposed activities against the listed objectives to establish whether there is a clear link)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<p>Has the organization submitted an annual plan for the period of requested funding?</p> <p>Annual work plan is documented running activities of the centre</p> <p><i>(The panel will disqualify any proposal that does not contain an annual plan.)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TECHNICAL CRITERIA FOR THIS BID (has the bid submission displayed capability to deliver according to the scope)		WEIGHT	MINIMUM THRESHOLD
5	<p><b>Feasibility of proposed activities</b>, for example:</p> <ol style="list-style-type: none"> <li>a. Proposal fits within the Annual plan of the centre</li> <li>b. Attract greater participation of learners from all types of schools, especially from rural schools;</li> <li>c. Promote of science and technology literacy among youth and the general public;</li> <li>d. Enhance learner participation and performance in science, technology, engineering and mathematics (STEM);</li> <li>e. Identification and nurturing of youth talent and potential in STEM;</li> <li>f. Promotion of STEM career education; and</li> <li>g. Use of visitor surveys to assess the impact of the programme</li> </ol> <p><i>(Based on individual expertise and familiarity with the programme and market, the panel will consider the feasibility of the activities by using the above examples as reference)</i></p>	<b>20</b>	

<b>6</b>	<b>Cost Effectiveness of the project</b> <i>(Based on individual expertise and familiarity with the programme and market, the panel will consider the budgets submitted against the criteria outlined below)</i>	<b>40</b>	
6.1	Price must be fully inclusive of all costs; value added tax and other taxes.	(5)	
6.2	A full breakdown of costs, including detailed bill of materials is provided	(15)	
6.3	Submission has itemised quotations / estimations (realistic)	(5)	
6.4	No request for management fees in the proposal	(5)	
6.5	Budget includes cover for participation of two members during SAASTEC conference including accommodation and travel (excluding subsistence and travel allowance) up to a maximum of R25 000.00 per organisation (a breakdown for the two members is included)	(10)	
<b>7</b>	<b>How effectively does the annual plan of the science centre address the following strategic aims:</b> <i>(Based on individual expertise and familiarity with the programme and market, the panel will consider whether the bidder has made a clear link to the listed strategic aims)</i>	<b>40</b>	
	<b>Strategic Aim 1:</b>		
7.1	To popularize science, engineering, technology and innovation as attractive, relevant and accessible in order to enhance scientific literacy and awaken interest in relevant careers.	(10)	
	<b>Strategic Aim 2:</b>		
7.2	To develop a critical public that actively engages and participates in the national debates on science and technology to the benefit of society.	(10)	
	<b>Strategic Aim 3:</b>		
7.3	Enhance science engagement through science communication.	(10)	
	<b>Strategic Aim 4:</b>		
7.4	To profile South African science and science achievements, demonstrating their contribution to national and international development	(10)	
<b>TOTAL WEIGHT:</b>		<b>100</b>	

## 8.2. TECHNICAL CRITERIA FOR EMERGING SCIENCE CENTRES ONLY

Emerging or new science centres will be evaluated against the following criteria:

MANDATORY REQUIREMENTS FOR THIS BID (has the bid submission met all mandatory requirements for this bid)		SCORE	
NO	ELEMENT		
1	Is the organization a Science Centre as per definition of a science centres in section <i>(The panel will evaluate this based on the information supplied in the proposal)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the organization functional as per requirements and expectations of a science centre in section 2? <i>(The panel will evaluate this based on the information supplied in the proposal)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Has the organization submitted an annual plan for the period of requested funding? <i>(The panel will disqualify any proposal that does not contain an annual plan.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Do the proposed activities respond to at least one of the objectives of the networks of science centres as listed in section 3?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	<p>Objectives of the national network of science centres:</p> <ol style="list-style-type: none"> <li>Promotion of science and technology literacy among youth and the general public;</li> <li>Enhancement of learner participation and performance in science, technology, engineering and mathematics (STEM);</li> <li>Promotion of STEM career education;</li> <li>Identification and nurturing of youth talent and potential in STEM.</li> </ol> <p><i>(The panel will evaluate each of the proposed activities against the listed objectives to establish whether there is a clear link)</i></p>		
5.	<p>Has the organization engaged NRF SAASTA to do inspection of the site prior to responding to this call?</p> <p><i>(Please submit a proof of visitation by NRF SAASTA)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>TECHNICAL CRITERIA FOR THIS BID</b> (has the bid submission displayed capability to deliver according to the scope)		<b>WEIGHT</b>	<b>MINIMUM THRESHOLD</b>
5	<p><b>Feasibility of proposed activities</b>, for example:</p> <ol style="list-style-type: none"> <li>Proposal fits within the Annual plan of the centre</li> <li>Attract greater participation of learners from all types of schools, especially from rural schools;</li> <li>Promote of science and technology literacy among youth and the general public;</li> <li>Enhance learner participation and performance in science, technology, engineering and mathematics (STEM);</li> <li>Identification and nurturing of youth talent and potential in STEM;</li> <li>Promotion of STEM career education; and</li> <li>Use of visitor surveys to assess the impact of the programme</li> </ol> <p><i>(Based on individual expertise and familiarity with the programme and market, the panel will consider the feasibility of the activities by using the above examples as reference)</i></p>	<b>20</b>	
6	<p><b>Cost Effectiveness of the project</b></p> <p><i>(Based on individual expertise and familiarity with the programme and market, the panel will consider the budgets submitted against the criteria outlined below)</i></p>	<b>40</b>	
6.1	Price must be fully inclusive of all costs; value added tax and other taxes.	(5)	
6.2	A full breakdown of costs, including detailed bill of materials is provided	(15)	
6.3	Submission has itemised quotations / estimations (realistic)	(5)	
6.4	No request for management fees in the proposal	(5)	
6.5	Budget includes cover for participation of two members during SAASTEC conference including accommodation and travel (excluding subsistence and travel allowance) up to a maximum of R25 000.00 per organisation (a breakdown for the two members is included)	(10)	
7	<p><b>How effectively does the annual plan of the science centre address the following strategic aims:</b></p> <p><i>(Based on individual expertise and familiarity with the programme and market, the panel will consider whether the bidder has made a clear link to the listed strategic aims)</i></p>	<b>40</b>	
7.1	<p><b>Strategic Aim 1:</b></p> <p>To popularize science, engineering, technology and innovation as attractive, relevant and accessible in order to enhance scientific literacy and awaken interest in relevant careers.</p>	(10)	

7.2	<b>Strategic Aim 2:</b> To develop a critical public that actively engages and participates in the national debates on science and technology to the benefit of society.	(10)	
7.3	<b>Strategic Aim 3:</b> Enhance science engagement through science communication.	(10)	
7.4	<b>Strategic Aim 4:</b> To profile South African science and science achievements, demonstrating their contribution to national and international development	(10)	
<b>TOTAL WEIGHT:</b>			<b>100</b>

## 9. CONTRACT MANAGEMENT

- 9.1. A grant conditions and contract will be issued to the successful bidder (referred to as the master agreement) that will in conjunction with this document and all other relevant annexures form the agreement between the NRF and the appointed service provider.
- 9.2. Meetings between NRF|SAASTA and the appointed service provider will be held as agreed.
- 9.3. The appointed service provider will be required to provide a financial report (including the required supporting documents) and a project report as stipulated in the master agreement.
- 9.4. The performance of the appointed service provider will be evaluated against the stipulated deliverables including but not limited to the following:
- 12.4.1. Project implementation as per the agreement;
  - 12.4.2. Financial and project reporting requirements as per the agreement;
  - 12.4.3. Adhering to set deadlines; and
  - 12.4.4. Provision of verifiable proof of activities (if required).
- 9.5. Performance review of the appointed service provider will be conducted at least twice in the contract period by means of the following:
- 12.5.1. Onsite performance monitoring by an NRF|SAASTA employee.
  - 12.5.2. Submission of required deliverables at the end of the programme.

## 10. CONTRACT PERIOD

- 10.1 The contract period will commence when both parties have agreed on and signed the master agreement and will conclude once the reporting requirements have been met and the final tranche payment released.

## 11. SUPPLY DELIVERY VALIDATION

- 11.1 The NRF|SAASTA reserves the right to have any documentation submitted by service providers inspected by another technical body or organization.

## **12. PAYMENT INTERVALS**

### **12.1 Initial payment**

The first tranche payment of 80% of the contract value will be made once all administrative requirements for this agreement have been met (i.e. all documents including but not limited to the master agreement and tax clearance certificate have been received). It is noted that this is not a pre-payment of a final invoice and will be considered as cash-flow support that needs to be validated at the end of the contract period.

### **12.2 Final payment**

The final payment of 20% of the contract value will be made once all administrative requirements post implementation have been met. This will include but not limited to the following:

- 15.2.1. Narrative Report;
- 15.2.2. Financial report (including all proof of expenditure and payment);

The above will be assumed as validation of delivery.

### **12.3 Penalty Clause**

Organisations that fail to submit their reports of previous funding will not receive their current approved funds until they have submitted their previous funding reports with acceptable proofs of expenditure and payment.

### **13. THE NATIONAL RESEARCH FOUNDATION'S CONDITIONS OF CONTRACT**

#### **13.1 National Treasury General Conditions of Contract**

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

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

#### **13.2 Bid response preparation costs**

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

#### **13.3 Cancellation prior to awarding**

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

#### **13.4 Late bids**

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

#### **13.5 Collusion, fraud and corruption**

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

#### **13.6 Confidentiality**

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

#### **13.7 Validity period**

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

#### **13.8 Validation of submitted documentation**

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

#### **13.9 Presentations and proof of concept**

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

#### **13.10 Intellectual property provided in the bid invitation**

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

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

#### 13.11 **Intellectual property contained in the deliverables**

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

### **14. SPECIAL CONDITIONS OF CONTRACT PERTAINING TO THIS BID**

14.1 No attachments will be allowed in this bid. All information must be provided under the heading within the proposal template (SBD3) and only the completed templates will be evaluated to ensure for an equal, fair and transparent process.

14.2 NRF|SAASTA reserves the right to have any documentation submitted by service providers inspected by another technical body or organisation.

14.3 NRF|SAASTA reserves the right to withdraw and cancel the bid at its discretion prior to awarding to any one bidder.

14.4 NRF|SAASTA will not accept any late bids or entertain any attempts at negotiating allowances. The closing time is exactly at **11:00am** on the date stipulated.

14.5 NRF|SAASTA reserves the right to award the proposal based on demonstrated value for money (price/value comparable) compared against the ability to address the strategic aims.

14.6 NRF|SAASTA reserves the right to renegotiate the content of the proposal by means of inclusion or exclusion of activities or adjustments of rates that may or may not reduce the award amount. The identified service provider has a right to not accept provisional and conditional award at which point the provisional letter of award will be withdrawn.

#### 14.7 **EMERGING AND NEW SCIENCE CENTRES:**

This programme has a limited budget. In the event that there are more proposals with a cumulative total in excess of the budget amount, NRF|SAASTA will only appoint the service providers in a descending manner from the highest technical score to the lowest until the budgeted amount has been depleted.

In this event there may be proposals that were deemed successful against the technical criteria but will be eliminated for award. NRF|SAASTA reserves the right to action this based on the following pre-conditions:

19.7.1. To ensure that this process remains fair, consideration will only be made once both the first (technical) and second (price) phase has concluded.

19.7.2. Commencing with the top scoring bidders, due consideration will be given for each proposal on whether a reduction of budget submitted by the successful service provider is possible without negatively affecting the ability to deliver. If a reduction is deemed possible, the bidder will be informed and if a reduction is not possible, the budget will be accepted.

19.7.3. Clause 19.7.2 will be maintained for each bidder in a descending manner until the budget has been depleted.

- 14.8 NRF|SAASTA reserves the right to call for additional information and request a final offer.
- 14.9 NRF|SAASTA reserves the right to clarify expectations in the letter of award.
- 14.10 The successful service provider will respond and remedy any queries within a 72 hour period.
- 14.11 The successful service provider will maintain the submitted budget in terms of expenditure and will not action any deviation unless such deviation has been approved in writing by NRF|SAASTA. In the event that a deviation is actioned without approval, the successful service provider accepts that NRF|SAASTA reserves the right to not approve the deviation after the fact. In this case, the expenditure will be for the service provider's account.
- 14.12 If required, you are expected to apply in writing via email for approval to make any line item changes after the contract has been signed as per the deadline, which will be communicated to you in due course.
- 14.13 NRF|SAASTA reserves the right to deploy monitors to any activity implemented by the service provider and funded by this programme.
- 14.14 The service provider agrees that in the event of being unable to carry out the project, the project will go ahead under the leadership of the third party specified or that the award will be returned. To this end, the service provider includes the confirmation from the selected third party that the project and reporting requirements will be carried out should the service provider be unable to complete these or that the award will be returned.
- 14.15 In the event that any award needs to be returned to NRF|SAASTA, the successful service provider will commit to returning the funds within 30 days of being informed in writing by NRF|SAASTA. Failure to do so will result in the successful service provider being both responsible for the repayment of the initial deposit as well as any costs incurred by NRF|SAASTA to recover the outstanding amount.
- 14.16 Failure to comply with the deliverables as stated in the agreement, NRF|SAASTA 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 for each day of the delay.
- 14.17 **GRANT HOLDER OBLIGATION CLAUSE**
- The successful service provider may not use any reporting template other than what is supplied by NRF|SAASTA. Failure to do so will result in NRF|SAASTA retaining the final payment until the correct documents have been submitted and only if deemed satisfactory.
- 14.18 All financial reports must be accompanied by both proof of expenditure as well as proof of payment for each expense. Failure to submit either or both will result in the expense being excluded from the final reconciliation. This may lead to the issue of a letter of refund.
- 14.19 If a force majeure situation arises, NRF|SAASTA shall promptly notify the appointed service provider in writing of such condition and the cause thereof. Unless otherwise directed by the service provider in writing, the service provider



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.

- 14.20 The appointed service provider will submit a proof of any resource material developed for authorization prior to committing the expense to ensure that the resource adheres to the branding guidelines. NRF|SAASTA will retain ownership of any resources developed by means of funding through this programme.
- 14.21 A large number of proposals are expected. Evaluation of costing may require service providers, upon feedback from the Evaluation Committee, to reassess proposals and submit revised final and best offers enabling as many activities as possible, to be put into play.
- 14.22 Performance management will be conducted during monitoring sessions of activities or site inspections.

## 15. SUPPLIER DUE DILIGENCE

### 15.1 DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

**SBD 4**

a) Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- i. The Bidder is employed by the State; and/or
- ii. 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.

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

- i. Full Name of Bidder or his/her representative:
- ii. Identity Number:
- iii. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):
- iv. Registration number of company, enterprise, close corporation, partnership agreement or trust:
- v. Tax Reference Number:
- vi. VAT Registration Number:
- vii. The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

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

c) 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 |

- i. Name of person/ director/ trustee/ shareholder/member:
- ii. Name of state institution at which you or the person connected to the Bidder is employed
- iii. Position occupied in the state institution
- iv. Any other particulars:

d) 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)

- e) 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? If so, furnish particulars as an attached schedule:  Yes |  No |
- f) Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule.  Yes |  No |
- g) Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule:  Yes |  No |
- h) Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule:  Yes |  No |

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

**SBD 8**

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

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

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

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

- d) Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:  Yes |  No |

**15.3 CERTIFICATE OF INDEPENDENT BID DETERMINATION  
(STANDARD BIDDING DOCUMENT 9)**

**SBD 9**

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

- a) I have read and I understand the contents of this Certificate;
- b) I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- c) I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;
- d) 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;
- e) 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:
  - i. Has been requested to submit a Bid in response to this Bid invitation;
  - ii. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
  - iii. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder
- f) The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- g) In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - i. Prices;
  - ii. Geographical area where product or service will be rendered (market allocation);
  - iii. Methods, factors or formulas used to calculate prices;
  - iv. The intention or decision to submit or not to submit a Bid;
  - v. The submission of a Bid which does not meet the specifications and conditions of the Bid; or
  - vi. Bidding with the intention not to win the Bid.
- h) 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.
- i) The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding of the contract.

j) 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

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

**16. CONTRACT FORM – PURCHASE OF GOODS / WORKS / SERVICES  
(STANDARD BIDDING DOCUMENT 7)**

**SBD 7**

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

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

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

SBD1	Invitation to Bid
SBD3	Pricing Schedule (Proposal)
SBD4	Declaration of Interest
SBD8	Declaration of Bidders Past Supply Chain Management Practices
SBD9	Certificate of Independent Bid Determination
Other:	Treasury General Conditions of Contract
	NRF Conditions of Contract
	Special Conditions of Contract
	Any and all Annexures attached to this document
	Grant Conditions and Contract including required reporting templates

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

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

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

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

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

<b>NAME: (PRINT)</b>	[ ]	<b>WITNESSES</b>
<b>CAPACITY:</b>	[ ]	<b>1.</b>
<b>NAME OF FIRM:</b>	[ ]	<b>DATE:</b>
<b>SIGNATURE:</b>	[ ]	<b>2:</b>
<b>DATE:</b>	[ ]	<b>DATE</b>

**22.2. PART 2 – WRITTEN OFFER**

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

**This contract will only be binding once the NRF issues a Letter of Award appointing the successful bidder.**



# COMPULSORY PROPOSAL TEMPLATE (SBD 3)

## Request for Funding Support

### Annexure A

#### Application and Submission of Proposal Form

<sup>1</sup> For SAASTA office use only

<b>Project:</b>		<b>Reference:</b>		<b>Closing Date:</b>	
				<b>Bid/Quote Price:</b>	R

#### INSTRUCTION:

Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information is provided at the end of the document.

#### SECTION A: ORGANISATION PROFILE

A1. BACKGROUND INFORMATION OF ORGANISATION	
<b>Name of Organization / Institution</b>	
<b>Type of Organisation / Institution</b> (Example: Higher Education Institute. Science Council, etc.)	
<b>Organisation's Reference / Registration / VAT Number</b>	
<b>Province where the Organisation / Institution is located</b>	
<b>District Municipality where the Organisation / Institution is located</b>	
<b>Physical Address for courier purposes</b> (Please complete if different from the Project Leader)	
<b>Postal Address of Organisation / Institution</b>	
<b>Organizations' Contact Details</b> (Please supply both landline and Cellular Number)	
<b>Organizations' / Institution's Fax Number</b>	
<b>Organizations' / Institution's e-mail address</b>	

**A2. GENERAL PROJECT ADMINISTRATION INFORMATION**

Authorized Signatory for Organisation / Institution	Name	Position
Name and designation of Project Financial Administrator	Name	Position
Alternative Contact Person if Project Leader is Unable to Complete Obligations	Name	Position

**A3. ORGANISATION / INSTITUTION BANKING DETAILS**

Name of account holder	
Type of account	
Name of Bank	
Branch	
Bank Branch Code	
Bank Account Number	

**A4. ORGANISATION / INSTITUTION BUSINESS PROFILE**

Number of Employees		
Organisation Management (Example: CEO, Director, HOD, partners etc.)	Name	Position
Nature of Core Business		
Indicate Financial Controls in Place		
Date of Last Audited Annual Financial Statement		
Name and Address of Auditors		

**A5. DETAILS OF PROJECT LEADER**

Title and Surname	
-------------------	--

<b>Full Names</b>	
<b>Nationality</b>	
<b>Identity Number</b>	
<b>Current Position in the Organisation / Institution</b>	
<b>Similar Projects Undertaken Previously</b>	
<b>Contact Number (Landline and Cellular Phone)</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Physical Address</b>	
<b>Highest Academic Qualifications</b>	
<b>Summary of Relevant Experience</b>	
<b>Brief Career History</b>	
<b>Recent Publications</b> (Maximum 5 lines)	
<b>Number of team members assisting project leader at the Science Centre for the funding period:</b>	

**A6. DETAILS OF PROJECT TEAM**

<b>List of Existing/Potential Team Members</b>	<b>Highest qualification and Relevant Experience</b>

**A7. LIST OF POTENTIAL COLLABORATORS**

**List of potential collaborators participating in the implementation of this programme**


**A8. REFERENCES**

Provide the names and contact details of three reputable persons whom can attest to the quality of your work

Name & Designation	Organisation	Contact Telephone Number	Content E-mail Address

**SECTION B: FUNDING SUPPORT DETAILS – EXAMPLE INFRASTRUCTURE, EXHIBITIONS, PROGRAMMES, ETC**

**EXAMPLE B1. PROPOSED ADDITIONS OR ADJUSTMENTS TO INFRASTRUCTURE**

(Copy and Paste this table for every request and number from request 1 then request 2)

**EXAMPLE B1.1 INFRASTRUCTURE SUPPORT REQUEST 1**

**Briefly summarize the proposed adjustments to existing infrastructure or additions required:**

1.1. Infrastructure Description

<b>Response:</b>	
------------------	--

1.2. Provide an outline of what adjustments or additions are required

<b>Response:</b>	
------------------	--

1.3. How will this support the science centre in achieving its goal in addressing the objectives of the networks of science centres as listed in section 2

<b>Response:</b>	
------------------	--

1.4. Please provide a detailed **costing breakdown** for this request.  
*Please provide as much details as possible in how the cost was calculated i.e. outline the bill of quantities etc. Include additional rows if required.*

Response:	Line Item Description	Cost Breakdown	Total Cost



**EXAMPLE B.2. PROPOSED ADDITIONS OR ADJUSTMENTS TO EXHIBITIONS**

**(Copy and Paste this table for every request and number from request 1 then request 2)**

**EXAMPLE B.2.1. EXHIBITIONS SUPPORT REQUEST 1**

**Briefly summarize the proposed additions or adjustments to exhibitions**

1.1. Exhibition Description

**Response:**

1.2. Provide an outline of what the exhibition will consist of

**Response:**

1.3. Where will this exhibition be housed and how will access to it be governed?

**Response:**

1.4. How will this exhibition contribute towards the objectives of the networks of science centres as listed in section 3

**Response:**

1.5. Please provide a detailed **costing breakdown** for this request.  
*Please provide as much details as possible in how the cost was calculated i.e. components etc. Include additional rows if required.*

Response:	Line Item Description	Cost Breakdown	Total Cost

**EXAMPLE B.3. PROPOSED PROGRAMMES / ACTIVITIES**

**(Copy and Paste this table for every request and number from request 1 then request 2)**

**EXAMPLE B.3.1 PROGRAMME / ACTIVITY SUPPORT REQUEST 1**

**Briefly summarize the proposed programme/activity:**

1.1. Programme / Activity description

**Response:**

1.2. Provide a brief outline of what the programme/activity will consist of

**Response:**

1.3. Provide details on the proposed programme / activity

**Location / Site of programme / activity:**

**Target Audience:**

**Duration (in months/weeks):**

**Number of Implementations:**

**Estimated Total Reach of Target Audience for the period:**

1.4. How will this programme/activity contribute towards the objectives of the networks of science centres as listed in section 3

**Response:**

1.5. Please provide a detailed **costing breakdown** for this request.  
*Please provide as much details as possible on how the cost was calculated i.e. printing etc. Include additional rows if required. Calculate the total cost for the duration of the program/activity and do not cost per implementation.*

<b>Response:</b>	<b>Line Item Description</b>	<b>Cost Breakdown</b>	<b>Total Cost</b>

## SECTION C: CONSOLIDATED INFORMATION

### C.1. PROJECT IMPLEMENTATION PLAN

Use a table to present your work plan against which implementation of your project will be measured. **Insert as many rows as required.**

Activity/Milestone	Target Date	Progress Indicator	Means of verification

### C.2. CONSOLIDATED REACH FOR PROGRAMMES/ACTIVITIES

Please only include the total number of the audience that you have reached once i.e. if the same group of public attends both Activity 1 and Activity 2, you will only count them once.

Activity/Programme Number	Audience	Total Number
Activity / Programme 1		
Activity / Programme 2		
Activity / Programme 3		
Activity / Programme 4		

### C.3. CONSOLIDATED FUNDING REQUEST

Please only include the total amount of funding required:

Main Description	Request Number	Total Amount
EXAMPLE: Infrastructure Support	Infrastructure Request 1	
	Infrastructure Request 2	
EXAMPLE: Exhibitions Support	Exhibition Request 1	
	Exhibition Request 2	
EXAMPLE: Activity / Programme Support	Activity / Programme Request 1	
	Activity / Programme Request 2	
<b>Total Amount Requested:</b>		

