



**National  
Research  
Foundation**

**SBD1**

**INVITATION TO BID**

<b>BID NUMBER:</b>	NRF SAASTA /11/2015-2016	<b>CLOSING DATE</b>	4 December 2015	<b>CLOSING TIME:</b>	11:00
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**BID DESCRIPTION**

Call for proposals: Application for funding support to supplement existing Science, Engineering and Technology (SET) Olympiads and Competitions in South Africa in increasing learner participation and performance in SET Olympiads and Competitions in disadvantaged areas and also SET educator development to give the necessary support to learners.

<b>PREFERENTIAL PROCUREMENT SYSTEM:</b>	(points for price : points for procurement preference)	<b>None</b>
<b>BRIEFNG SESSION:</b>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Compulsory <input checked="" type="checkbox"/> Not Compulsory	<b>Date and Time:</b> 27 November 2015 <b>Locations:</b> Kopanong Hotel - Benoni
		<b>09:00</b>
<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>Reception at :</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> – Company Name – Postal Address – Contact Name, contact telephone number and contact e-mail address
	<b>Important Notes:</b>	<b>No</b> bid response received <b>after</b> the deadline <b>date</b> and <b>time</b> will be considered.  All bids must be submitted on the unaltered official forms in this invitation with additional information supplied on attached supporting schedules.

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

<b>ENQUIRIES:</b>	<b>Technical:</b>	Erna Taljaard (012) 392 9300 / etaljaard@saasta.ac.za
	<b>Procedural:</b>	Lindie Muller (012) 392 9300 / lindie@saasta.ac.za

### 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>	CODE:		NUMBER:	
	<b>CELLULAR:</b>	CODE:		NUMBER:	
	<b>FACSIMILE</b>	CODE:		NUMBER:	
	<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>Indicate the province/s where the activities will take place: Tick appropriate box(es)</b>					
EC	<input type="checkbox"/>	KWAZULU NATAL	<input type="checkbox"/>	NC	<input type="checkbox"/>
FS	<input type="checkbox"/>	LP	<input type="checkbox"/>	NW	<input type="checkbox"/>
GP	<input type="checkbox"/>	MP	<input type="checkbox"/>	WC	<input type="checkbox"/>

### RETURNABLE DOCUMENTS

The listed documents below constitutes the proposal:

- Tax clearance Certificate
  - No proposal will be finalized without a valid original tax clearance certificate
  - Tax clearance certificate must be in the name of the bidder
  - The tax clearance certificate must be valid at the time of submission as well as at the time of the payment of the first tranche of money. Should your tax clearance certificate expire by the time your first tranche is due, you will be expected to submit a new original tax clearance certificate before payment will be made.
- SBD 1
- SBD 3.1 Application and submission of proposal form, which includes Annexures 'A', 'B' and 'C'.
- SBD 4 (Your submission will not be considered without the SBD 4, completed and signed)
- SBD 8 (Your submission will not be considered without the SBD 8, completed and signed)
- Historical Performance Information on Olympiad/Competition. (Point 5.2.2 refers)
- Three written and verifiable references (Point 6 refers)

## 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 (STEMI OLYMPIADS AND COMPETITIONS)

Education and training, research and development are some of the key elements of the National System of Innovation (NSI). One of the major challenges facing our science system is inadequate renewal of the science, engineering and technology (SET) human capital and making it representative of the country’s demographics. It is against this background that the Department of Science and Technology (DST) initiated the Youth into Science Strategy (YISS). This strategy aims to broaden the pool of matriculants with passes in Mathematics and Science, appropriate to enter for science-based degree studies at higher education institutions and ultimately increase the SET capital in South Africa.

Central to the implementation of the YISS is the use of science, technology, engineering, mathematics and innovation (STEMI) Olympiads and Competitions as instruments to identify learners with potential to follow SET careers. Through this programme the DST intends to provide funding to existing Olympiad and Competition Organisers to support STEMI Olympiads and Competitions to increase the number of learners participating in Olympiads and Competitions and the coaching of mentors/educators to support learners.

The science engagement framework, adopted in January 2015, also identifies Olympiads and Competitions as effective tools to engage learners in STEMI. Both YISS and the Science Engagement Framework address the Olympiads towards building a culture of Science Engineering and Technology.

### 3. SCOPE / SUMMARY OF SUPPLY

The call targets the following:

- Learners from grade one to twelve in remote disadvantaged areas, including urban areas (townships) – with the objective of increasing the footprint (covering municipal districts that were never covered before) of participation, mentoring and coaching.
- Educators - to provide training workshops on STEM Olympiads and Competitions as well as training and support of mentors.

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

4.1 The areas targeted for enhancement through this funding are outlined by the following objectives:

- Reinforce the use of STEMI Olympiads and Competitions as tools to identify and nurture learners with talent and potential, through mentoring and coaching, with focus on previously disadvantaged individual/schools;
- Increase the geographical footprint or participation in the Olympiad or Competitions with focus on previously disadvantaged individuals/schools.

4.2 The primary beneficiaries of this initiative will be learners enrolled at any public school in South Africa and the secondary beneficiaries will be the educators and grant recipients, namely the organisers of the STEMI Olympiads and Competitions.

#### 5. DETAILED SPECIFICATIONS

##### 5.1. Bidder Requirements

- 5.1.1. The bidder must submit a detailed description and/or example of the current Olympiad paper and/or Competition framework currently being implemented by the bidder. It is the responsibility of the bidder to ensure the accuracy of the content.
- 5.1.2. The Olympiad or Competition needs to be an established Olympiad or Competition in Science, Technology, Engineering, Mathematics and/or Innovation which has been in existence for **three years**, or be affiliated with a national or internationally recognised Olympiad or Competition for three years. The bidder must provide proof of affiliation for nationally / internationally recognised Olympiad or Competition that has been in existence for 3 years.
- 5.1.3. The bidder must have the infrastructure in place to manage an Olympiad or Competition. This infrastructure consists of a premises appropriately staffed and resourced (telephones, IT equipment, connectivity etc.) to handle all administrative requirements of the Olympiad/Competition. The onus is on the bidder to provide proof.
- 5.1.4. The bidder must indicate the areas covered by their bid on the prescribed form contained in Annexure B. to ensure service delivery nationally. South Africa is demarcated into District Municipalities and/or Metros. The bid must reflect which Municipal districts / metros the bidder has previously covered and the Municipal districts/metros that the bidder intends reaching with the proposal.
- 5.1.5. The bidder must provide a marketing / advertising strategy plan to demonstrate how the **new** intended target audience will be reached in the District Municipalities or Metros proposed in 5.1.4 above.
- 5.1.6. Bidders are required to submit their proposal on SBD 3 (Page 19). No other template will be accepted.
- 5.1.7. The bidder must provide a detailed financial report indicating the current funding structure and costing of the Olympiad and/or Competitions to substantiate the viability of the Olympiad and/or Competition.
- 5.1.8. If the bidder is a consortium/partnership/joint venture, formed to address the requirements of this bid, the bidder must submit a copy of the joint venture agreement between all relevant parties and all members must be tax

compliant and provide a tax clearance certificate as evidence. (Please refer to the Special Conditions of Contract for all relevant requirements).

5.1.9. The bidder must be tax compliant and must provide a valid and original tax clearance certificate.

## **5.2. Proposal Requirements**

5.2.1. Bidders must submit their detailed proposal including all calculations on the standard and mandatory template (SBD 3) continued in Annexure A. The SBD3 template allows for fair, transparent and efficient evaluation of proposals received. No proposal is to be retyped.

5.2.2. Bidders must submit historical performance information on the Olympiad/Competition in terms of learner participation with district (as per Annexure B) covered.

5.2.3. Bidders must submit a budget, divided into two periods, as contained in Annexure C (page 28 and 29) as follows: -

- Budget 1: The first budget must be spent by 15 March 2016 and will be reconciled and finalised by SAASTA before 31 March 2016. The bidder must provide proof of expenses, before 15 March 2016.
- Budget 2: The second budget must be spent from 1 April 2016 to December 2016 and will be reconciled before 31 March 2017.

5.2.4. The bidder must indicate other sources of funding.

## **5.3. Budget submission Requirements**

5.3.1. The total budget for both periods may not exceed R150 000.00 (including management/mark-up fee). The full budget requirements, including the management fee/mark-up, are detailed on Annexure C. Calculate the management fee for each budget. See below on how to calculate the management fee \*

**5.3.2** Budgets must be fully inclusive of all costs; value added tax and other taxes and must comply with the following:

- *Proposal price must be in South African currency and foreign exchange risk will be for the account of the service provider.*
- *The award cap is set at the ceiling price of R 150 000.00 (one hundred and fifty thousand rand only).*
- *The bidder must submit two budgets, totaling an amount of not more than R150 000.00. The first budget will be finalized before 31 March 2016 and the second budget will be finalized 31 March 2016. (Refer to Annexure C - page 28 and 29.)*
- *The first budget must constitute at least one third of the combined budget (Budget 1 and Budget 2).*
- *Travel costs for private vehicle and/or institution owned vehicle to be charged up to a maximum of R3.18 per km.*
- *If catering is required, a maximum rate of R45.00 per person per meal will be considered.*
- *Accommodation – maximum of R800.00 per day for Bed and Breakfast.*
- *\* A management / mark-up fee of up to a maximum of 10% will be allowed. This fee is to be calculated by adding up all expenses and indicating the subtotal. The management fee is a percentage of this sub-total and the amount indicated separately. Add both totals to get the final total for the amount applied for. Indicate the percentage you are charging.*
- *No promotional items or fixed assets (capital equipment) will be funded.*

5.3.3 All proposals must be submitted in hardcopy format to the SAASTA tender box at 211 Nana Sita Street Pretoria. **No** electronic submissions per electronic mail (email) will be accepted. No late proposals will be accepted.

5.3.4 Submit five (5) copies together with the original proposal.

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

5.4.1. The Olympiad/Competition should contribute to improving the performance of learners in Science, Technology, Engineering, Mathematics or Innovation (STEMI).

5.4.2. Bidders must increase participation in their respective Olympiads/Competitions by engaging, preparing and sponsoring previously disadvantaged schools for participation in the relevant Olympiad/Competition.

5.4.3. Bidders must increase performance in their respective Olympiads/Competitions by initiating workshops focusing on developing Educators to motivate and coach learners as well as increase participation at public schools.

5.4.4. Bidders must submit a narrative and financial report after the project roll-out as per the deadline in the contract. A template for both reports will be provided as part of the final agreement. The reports are compulsory.

5.4.5. Bidders must provide proof of workshops conducted as well as proof of participation for verification by auditors by providing:

- Attendance registers
- Copies of learner database including contact details e.g. residential address, school name and contact telephone number, or;
- Copies of registration forms indicating:
  - the name of schools who participated
  - contact details of the principal / HOD and
  - the municipality / district of each school as per the list in Annexure B.

5.4.6. Bidders must provide a name list as well as contact details for the Educator workshops conducted. i.e. a contact number and email address per educator.

5.4.7. Bidders must provide a letter on the schools' official letterhead, from the Principal / Dept. Head confirming the activity and number of participants for the Competition or Olympiad.

#### **6. EVIDENCE OF SUPPLY CAPACITY AND CAPABILITY (TECHNICAL MERIT)**

Bidders are required to provide letters from three schools as references i.e. Schools where Olympiads and/or Competitions took place, with contact details of the school principal. The table below should be used as a template to be included in the reference letter. (To be completed by the principal of the school).

<b>CRITERIA</b>	<b>POOR</b>	<b>AS REQUIRED</b>	<b>ABOVE EXPECTATIONS</b>
Professionalism			
Interpersonal skills			
Turn around/completion times – publication of results			

Standard of Olympiad / Competitions			
Overall Impression (i.e. would participate again)			

**7. SELECTION AND AWARDING OF CONTRACT**

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

7.2 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.

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

7.3.1 The Bidders’ response/submission is evaluated against the Bid invitation specifications as well as the bidder’s capacity and capability. The proposal must clearly illustrate the capability to expand the footprint and increase the number that participate. 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.

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

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

7.4.2 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** – No preference will apply to this tender.
- **Administration** - Contracts are awarded where Bidders have supplied the relevant administrative documentation, especially the original valid Tax Certificate.

**8. QUALIFYING THRESHOLD FOR SELECTION EVALUATION (STAGE 1)**

Bids that have not met all the mandatory requirements, under section 9 (selection on specifications and capability and capacity) are marked as failed and will not be evaluated against the technical criteria, i.e. a “No” in any of the mandatory elements 1 to 7 disqualify the bidder to a technical evaluation.

Bids scoring less than the minimum **OVERALL threshold of 65%** on the technical criteria are marked as failed and are not considered for awarding of the grant.

**9. SELECTION ON SPECIFICATIONS AND CAPABILITY AND CAPACITY**

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

EVALUATION SCALE				
0	1	2	3	4
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]

MANDATORY REQUIREMENTS FOR THIS BID		SCORE	
(Has the bid submission met all mandatory requirements for this bid) The bidder must meet all requirements for it to be considered for the next stage (Technical evaluation)			
NO	ELEMENT		
1.	The proposal adheres to the ceiling price of no more than R150 000.00 <i>(The panel will disqualify any proposal that is in excess of R150 000.00 (Total of both budgets submitted may not exceed R150 000.00) Refer to Annexure C - page 28 and 29</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	All rates adhered to as specified in section 5.3.2 on page 5 <i>(The panel will disqualify any proposal that does not adhere to the stipulated rates)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	The Olympiad/Competition focuses on Science, Technology, Engineering, Mathematics or Innovation (STEMI). Innovation in this instance refers to innovation of scientific benefit. <i>(The panel will disqualify any proposal where the Olympiad/Competition does not have a clear link to STEMI)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	The Olympiad / Competition must be in existence for a minimum of 3 years.  The panel will evaluate the following:  Proof of historical data submitted; Contactable references from the schools (Refer to section 6 on page 6) Example of Olympiad paper / proof of competition held in the past.  <i>(The panel will disqualify a proposal without authentic evidence of a minimum of three years in existence.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	District Municipal Footprint <i>(The panel will disqualify any proposal where this evidence is not submitted – Annexure B Municipal districts must be completed by bidder)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Marketing of project. Did the bidder provide an indication on how the footprint will be increased and by what means? <i>(The panel will disqualify any proposal where this information is not submitted – Refer to Programme Activity Support Request - page 23</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Is the proposal submitted on the approved template.	<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>												
1	<p>Footprint expansion in non-previously covered districts. The panel will evaluate where the bidder intends to implement by completing Annexure B – District Municipalities</p> <table border="1"> <thead> <tr> <th>Score &gt;</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <th>Description</th> <td>0 districts covered</td> <td>Only 1 district covered</td> <td>2 districts covered</td> <td>3 districts covered</td> <td>4 or more districts covered</td> </tr> </tbody> </table>	Score >	0	1	2	3	4	Description	0 districts covered	Only 1 district covered	2 districts covered	3 districts covered	4 or more districts covered	15	
Score >	0	1	2	3	4										
Description	0 districts covered	Only 1 district covered	2 districts covered	3 districts covered	4 or more districts covered										
2	<p>Are there clear indicators against which the success of the project can be evaluated? The panel will evaluate the Programme Activity Support Request - page 23 The following will be evaluated using the 0 - 4 scale:</p> <table border="1"> <thead> <tr> <th>Score &gt;</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <th>Description</th> <td>No indication in the proposal</td> <td>limited information</td> <td>information provided not satisfactory</td> <td>**Information meets expectations</td> <td>Information exceeds expectations</td> </tr> </tbody> </table> <p>Note: **3 Target audience are learners / educators in disadvantaged areas; clear time lines with dates for each outcome, for all activities; clear indications of how the success of each activity will be measured; types of marketing tools and strategies that will be used</p>	Score >	0	1	2	3	4	Description	No indication in the proposal	limited information	information provided not satisfactory	**Information meets expectations	Information exceeds expectations		
Score >	0	1	2	3	4										
Description	No indication in the proposal	limited information	information provided not satisfactory	**Information meets expectations	Information exceeds expectations										
2.1	Target audience	15													
2.2	Outcomes and timelines	20													
2.3	Success Rate / performance indicators	20													
2.4	Marketing	15													
3.	Does the team have access to or hold the capacity to implement the project? The panel will be looking at whether the proposal shows a full understanding of the capacity (human and capital) needed to run the proposed implementation successfully.	15													
<b>TOTAL WEIGHT:</b>		<b>100</b>													

## 10. CONTRACT MANAGEMENT

- 10.1 A 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.
- 10.2 Meetings between NRF|SAASTA and the appointed service provider will be held as agreed.
- 10.3 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.
- 10.4 The performance of the appointed service provider will be evaluated against the stipulated deliverables including, but not limited to the following:
- Project implementation as per the agreement;
  - Financial and project reporting requirements as per the agreement;
  - Adhering to set deadlines; and
  - Provision of verifiable proof of activities (as stipulated).

10.5 Performance review of the appointed service provider will be conducted at least twice in the contract period by means of the following:

- Onsite performance monitoring by an NRF|SAASTA employee.
- Submission of required deliverables by the contacted service provider at the end of the programme. **(March 2016 and November 2016.)**

## 11. CONTRACT PERIOD

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 (March 2017).

## 12. PAYMENTS

### 12.1 Initial payment on 1<sup>st</sup> Budget

The first tranche payment of 80% of the value of the 1<sup>st</sup> Budget 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) to provide cash-flow support. Actual expenditures are validated at the end of the contract period, and invoiced accordingly.

### 12.2 Final payment for 1<sup>st</sup> Budget

The final payment of 20% of the contract value will be paid on *actual* expense of the 1<sup>st</sup> Budget, which is invoiced. The payment is made once all administrative requirements post implementation are met and validated, including but not limited to the following:

- a) Performance Monitoring Narrative Report;
- b) Financial report (including all proof of expenditure and payment);
- c) Verifiable attendance records;
- d) Compact disc with photos (if required).

### 12.3 Payment for 2<sup>nd</sup> Budget

The first tranche payment of 80% of the value of the 2<sup>nd</sup> Budget will be made once all administrative requirements for this agreement have been met. i.e. Point 12.2 (a) to (d) have been received for the 1<sup>st</sup> budget, to provide cash-flow support. Actual expenditures are validated at the end of the contract period, and invoiced accordingly.

### 12.4 Final payment for 2<sup>nd</sup> Budget

The final payment of 20% of the contract value will be paid on *actual* expense of the 2<sup>nd</sup> Budget, which is invoiced. The payment is made once all administrative requirements post implementation are met and validated, including but not limited to the following:

- e) Performance Monitoring Narrative Report;
- f) Financial report (including all proof of expenditure and payment);
- g) Verifiable attendance records;
- h) Compact disc with photos (if required).

## **13 THE NATIONAL RESEARCH FOUNDATION 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 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 objectives.
- 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 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.
- 14.8 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:
- 14.8.1 To ensure that this process remains fair, consideration will only be made once both the first (technical) and second (price) phase has concluded.
  - 14.8.2 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.
  - 14.8.3 Clause 14.8.2 will be maintained for each bidder in a descending manner until the budget has been depleted.
- 14.9 NRF|SAASTA reserves the right to call for additional information and request a final offer.
- 14.10 NRF|SAASTA reserves the right to clarify expectations in the letter of award.
- 14.11 The successful service provider will respond and remedy any queries within a 72 hour period.
- 14.12 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.
- 14.13 If required, the successful service provider is 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.

- 14.14 NRF|SAASTA reserves the right to deploy monitors to any activity implemented by the service provider and funded by this programme.
- 14.15 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.
- 14.16 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.
- 14.17 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.

Penalties shall be calculated as follows:

CONTRACT PERIOD	RATE PER R100 OF ESTIMATE
12 Months	2.75 cents
11 Months	3 cents
10 Months	3.5 cents
09 Months	3.75 cents
08 Months	4 cents
07 Months	4.75 cents
06 Months	5.75 cents
05 Months	6.25 cents
4.5 Months	7.5 cents
04 Months	8.5 cents
3.5 Months	9.5 cents
03 Months	11 cents
2.5 Months	13.5 cents
02 Months	16.5 cents
1.5 Months	22 cents
01 Month	27.5 cents

Penalty per day rounded off as follows:

PENALTY AMOUNT	ROUNDED
R 0 – R 500	Nearest R5
R 501 – R 1 000	Nearest R 10
R 1 001 – R 5 000	Nearest R 50
R 5 001 and above	Nearest R 100

### Example of Calculation

Estimated Contract Value:	=	R 150 000 (excluding VAT)
Contract Period	=	12 Months (phase of contract – final month)
Calculation	=	$R 150\,000 \times \frac{0.275}{100}$
	=	R 412.50 per day
Rounded:	=	R 410.00 per day

In the above example, the successful service provider has implemented the competition and is now required to submit the financial and performance report. For every day that the successful service provider does not submit its financial and performance report a penalty about of R410.00 will be raised per day.

Penalties will be calculated proportionally on the estimated contract value of each phase. In this instance the full contract value will be considered throughout as the programme cannot report on the performance information or finalise the payment if the reporting requirements are outstanding.

15.18 In the instance where a joint venture is established to address the requirements of this bid the following conditions will apply:

- 15.18.1 A copy of the joint venture agreement must be submitted as part of the bid response.
- 15.18.2 All members of the consortium / joint venture / partnership must be tax compliant and be able to submit valid and original tax clearance certificates.
- 15.18.3 The joint venture will be required to submit a consolidated BBBEE certificate (if applicable)
- 15.18.4 All members will be required to complete and sign all relevant Standard Bidding Documents (as per the Supplier Registration Pack).

### 16. GRANT HOLDER OBLIGATION CLAUSE

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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.

- 16.5 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.
- 16.6 Performance management will be conducted during monitoring sessions of activities or site inspections.

**17 SUPPLIER DUE DILIGENCE**

**17.1 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:
- c) Schedule attached with the above details for all directors/members/shareholders  Yes  No
- d) 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:
- e) 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)

- f) 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
- g) 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
- h) 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
- i) 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

**17.2 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

**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
SBD4	Declaration of Interest
SBD8	Declaration of Bidders Past Supply Chain Management Practices
Other:	Treasury General Conditions of Contract
	NRF Conditions of Contract
	Special Conditions of Contract
	Any and all Annexures attached to this document
	Any subsequent service level agreement agreed upon by both parties

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>

**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.

**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>	NRF/SAASTA 11/2015-2016	<b>Closing Date:</b>	
<b>Bid/Quote Price:</b> as per the attached budget templates combined Refer to annexure C		<b>Bid/Quote Price 1<sup>st</sup> Budget:</b>		R	
		<b>Bid/Quote Price 2<sup>nd</sup> Budget:</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**

<b>A1. BACKGROUND INFORMATION OF ORGANISATION</b>	
<b>Name of Organisation / 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 as per Annexure B</b>	
<b>Physical Address for courier purposes</b> (Please complete if different from the Project Leader – Section A5)	
<b>Postal Address of Organisation / Institution</b>	
<b>Organisations' 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**

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

**A3. ORGANISATION / INSTITUTION BANKING DETAILS**

<b>Name of account holder</b>	
<b>Type of account</b>	
<b>Name of Bank</b>	
<b>Branch</b>	
<b>Bank Branch Code</b>	
<b>Bank Account Number</b>	

**A4. ORGANISATION / INSTITUTION BUSINESS PROFILE**

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

**A5. DETAILS OF PROJECT LEADER**

<b>Title and Surname</b>	
<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 Qualification</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 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 – LOGIC FRAMEWORK**

Bidder must complete all the fields below in as much detail as possible for the evaluation panel to evaluate and score accordingly (refer to page 9 Technical criteria). Bidder must duplicate the table below if more than one Olympiad, competition and/or workshop will be conducted.

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

**B1 - PROGRAMME / ACTIVITY SUPPORT REQUEST 1**

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

What is the name of the Olympiad/Competition/Workshop?

**Response:**

Provide a detailed description of the Olympiad/Competition/Workshop.

**Response:**

Provide a detailed description of the expected outcomes or deliverables of the Olympiad/Competition/ Workshop.

**Response:**

How will performance be measured? What are the performance indicators?

**Response:**

Outline your post Olympiad/Competition/Workshop follow-up procedure.

**Response:**

Provide a detailed breakdown on the marketing plan to increase the Competition/Olympiad/Workshop footprint/reach.

**Response:**

Provide details on the Olympiad/Competition/Workshop:

**Location / Site of programme:**

**Target Audience:**

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

**Number of Implementations:**

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



## SECTION C: CONSOLIDATED INFORMATION

### C.1. 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 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		
<b>Total number to be reached:</b>		

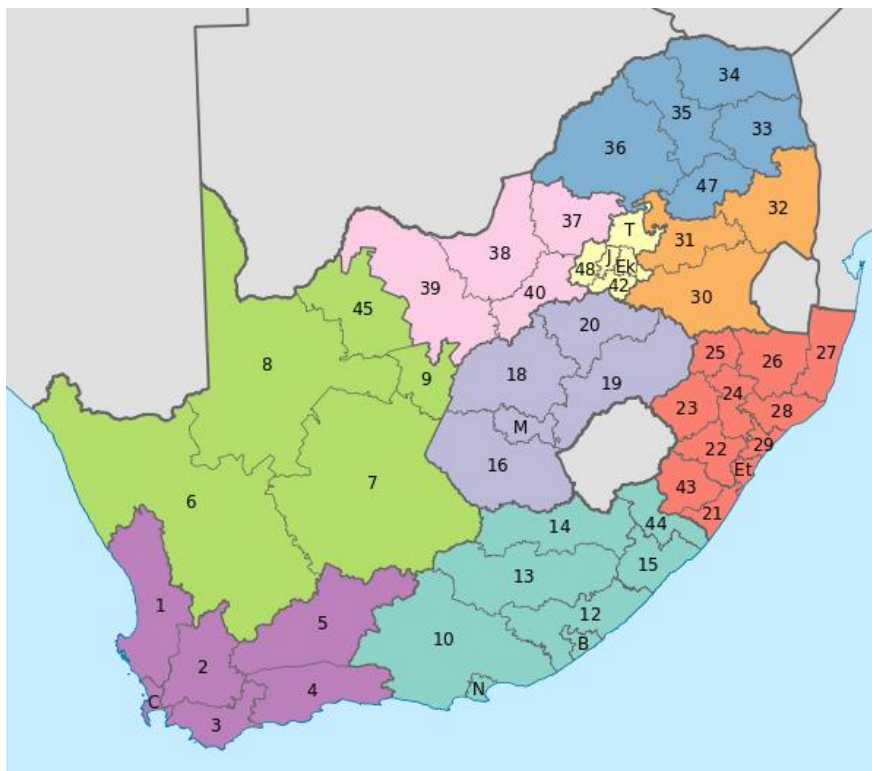
### C.2. CONSOLIDATED FUNDING REQUEST

Please only include the total amount of funding required: (consolidate from Annexure C)

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

**Request for Funding Support  
Annexure B  
Municipal Districts in South Africa**

[https://en.wikipedia.org/wiki/Districts\\_of\\_South\\_Africa](https://en.wikipedia.org/wiki/Districts_of_South_Africa)



**Rating 1 = easy to reach districts**

**Rating 2 = medium to reach districts**

**Rating 3 = difficult to reach districts**

**INSTRUCTION:**

Clearly indicate in column **A** below which districts you are currently holding Olympiads and/ or competitions and clearly indicate in column **B** where you intend on extending your reach to.

REF	DISTRICT NAME	PROVINCE	RATING	CURRENT FOOTPRINT REACH	INTENDED FOOTPRINT REACH
44	Alfred Nzo District Municipality	EC	3		
12	Amathole District Municipality		2		
B	Buffalo City Metropolitan Municipality		2		
10	Cacadu District Municipality		2		
13	Chris Hani District Municipality		3		
14	Joe Gqabi District Municipality		3		
N	Nelson Mandela Bay Metropolitan Municipality		1		
15	OR Tambo District Municipality		2		

Annexure B - Municipal Districts in South Africa continued.

REF	DISTRICT NAME	PROVINCE	RATING	CURRENT FOOTPRINT REACH	INTENDED FOOTPRINT REACH
20	Fezile Dabi District Municipality	FS	2		
18	Lejweleputswa District Municipality		3		
M	Mangaung Metropolitan Municipality		1		
19	Thabo Mofutsanyana District Municipality		3		
16	Xhariep District Municipality		3		
J	City of Johannesburg Metropolitan Municipality	GP	1		
T	City of Tshwane Metropolitan Municipality		1		
Ek	Ekurhuleni Metropolitan Municipality		2		
42	Sedibeng District Municipality		2		
48	West Rand District Municipality		2		
25	Amajuba District Municipality	KZN	2		
Et	eThekweni Metropolitan Municipality		1		
29	iLembe District Municipality		3		
43	Sisonke District Municipality		3		
21	Ugu District Municipality		2		
22	uMgungundlovu District Municipality		2		
27	uMkhanyakude District Municipality		3		
24	uMzinyathi District Municipality		3		
23	uThukela District Municipality		3		
28	uThungulu District Municipality		2		
26	Zululand District Municipality		3		
35	Capricorn District Municipality	LP	1		
33	Mopani District Municipality		1		
47	Sekhukhune District Municipality		3		
34	Vhembe District Municipality		1		
36	Waterberg District Municipality		3		
32	Ehlanzeni District Municipality	MP	1		
30	Gert Sibande District Municipality		2		
31	Nkangala District Municipality		2		
9	Frances Baard District Municipality	NC	1		
45	John Taolo Gaetsewe District Municipality		3		
6	Namakwa District Municipality		3		
7	Pixley ka Seme District Municipality		3		
8	ZF Mgcawu District Municipality		3		
37	Bojanala Platinum District Municipality	NW	3		
40	Dr Kenneth Kaunda District Municipality		1		
39	Dr Ruth Segomotsi Mompati District Municipality		3		
38	Ngaka Modiri Molema District Municipality		1		
2	Cape Winelands District Municipality	WC	1		
5	Central Karoo District Municipality		3		
C	City of Cape Town Metropolitan Municipality		1		
4	Eden District Municipality		3		
3	Overberg District Municipality		1		
1	West Coast District Municipality		1		

**Request for Funding Support**

**Annexure C**

**Budget Breakdown**

**Bidder must complete the budget template for two budgets**

BUDGET 1 – Period ended 15 March 2016		
<b>Bidder name:</b>	>	
Please provide a detailed <b>costing breakdown</b> for this request. <i>Please provide as much details as possible on how the cost was calculated i.e. rates per day or per hour or per km. Include additional rows if required. Calculate the total cost for the duration of the program/activity and do not cost per implementation.</i>		
Response:	Line Item Description	Cost Breakdown
	<b>Sub-total:</b>	
Management Fee (amount and % claimed – maximum of 10% permissible)	R	%
	<b>Grant total:</b>	

Bidder must complete the budget template for two budgets

BUDGET 2 – Period ended 30 November 2016		
<b>Bidder name:</b>	>	
<p>Please provide a detailed <b>costing breakdown</b> for this request.  <i>Please provide as much details as possible on how the cost was calculated i.e. rates per day or per hour or per km. Include additional rows if required. Calculate the total cost for the duration of the program/activity and do not cost per implementation.</i></p>		
<b>Response:</b>	<b>Line Item Description</b>	<b>Cost Breakdown</b>
<b>Sub-total:</b>		
Management Fee (amount and % claimed – maximum of 10% permissible)	R	%
<b>Grant total:</b>		