



**National
Research
Foundation**

INVITATION TO BID (SBD 1) on procurement requirements

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

BID NUMBER	NRF/CORP HRM 003/2016
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CLOSING DATE AND TIME	28 March 2017 at 11h00am
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BID DESCRIPTION

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE DIRECTORS AND EXECUTIVES (LEADERSHIP) COACHING SERVICES TO THE NATIONAL RESEARCH FOUNDATION (NRF) FOR A PERIOD OF THREE YEARS AS AND WHEN REQUIRED.

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

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

Preferential Procurement System Applicable:	90:10
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Validity Period From Date Of Closure:	150 days
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Compulsory Briefing Session	Date	16 March 2017
	Time	11h00 am - 13h00 am
	Physical Address	National Research Foundation, Before CSIR South Gate Auditorium Meiring Naudé Road, Brummeria, 0184 PRETORIA
	Contact Person	Gladys Boakye gladys.boakye@nrf.ac.za 012 481 4211

BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:	
<p>PHYSICAL ADDRESS</p> <p>National Research Foundation, CSIR South Gate</p> <p>RECEPTION AREA</p> <p>Meiring Naudé Road, Brummeria, 0184 PRETORIA</p>	<p>ADDRESSED AS FOLLOWS:</p> <p>On the cover of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address</p> <p>The bid box is accessible from Monday – Friday</p> <p>08h00 – 16h00</p>
<p>BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF TO CONSIDER IT. THE NRF WILL NOT CONSIDER THE BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.</p>	
<p>Bidders must submit their bid response on the official bid invitation forms with additional information provided on attached supporting schedules.</p> <p>The NRF provides the checklist “Returnable Documents” of all required documentation with certain documentation mandatory for entering the evaluation phase.</p> <p>Non-submission of these marked documents will lead to disqualification of the bidder.</p>	
<p>THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011.</p>	
<p>THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.</p>	
<p>The NRF deems the bidder has read and accepted these conditions of contract.</p>	
REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):	
<p>The bidder must register on the National Treasury's Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.</p> <p>National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za</p>	

SETS OF BID DOCUMENTS REQUIRED:

Number of ORIGINAL documents for contract signing	2
<p>Bidders must submit the bid in hard copy format (paper document) to the NRF. The hard copy of these original sets of bid documents serve as the legal bid contract document and the master record between the bidder and the NRF. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.</p> <p>Any discrepancy between the evaluation copies and the master record, the master record will prevail. Any discrepancy between the original sets deposited with the NRF and that kept by the bidder, the original set deposited with the NRF is the master contract for both parties.</p>	
Number of EVALUATION copies:	4
<p>Bidders mark documents as either “Original” or “Copy for evaluation” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING” Sections.</p>	
Two envelope system required	YES
<p>The objective of the exercise is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and unbiased.</p> <p>The first envelope holds all documents excluding the SBD3 and detailed supporting pricing documentation. The second envelope holds the SBD3 and the detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document.</p> <p>The NRF only opens the proposal – the first envelope – at the evaluation stage and only opens the pricing – the second envelope – for those bidders who meet the predefined threshold at the proposal evaluation.</p>	
<h3>ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING</h3>	
TECHNICAL ENQUIRIES	SUPPLY CHAIN MANAGEMENT ENQUIRIES
<p>Gladys Boakye</p> <p>Manager: Training and Organisational Development</p> <p>Tel: +27 12 481 4211</p> <p>Email: gladys.boakye@nrf.ac.za</p>	<p>Lebogang Mosoma</p> <p>Manager: SCM</p> <p>Tel: +27 12 481 4337</p> <p>Email: lebogang.mosoma@nrf.ac.za</p>

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RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

Failure to submit the mandatory documents will result in the bid being non-responsive and therefore disqualification of the bid submitted.

RETURNABLE DOCUMENTS (M = Mandatory (Go/No GO) O= Optional)		Envelope 1		
1	Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 6.1, 8 and 9	M	YES	NO
3	Bidders must provide evidence of capacity, capability and proposed methodology of how the engagement sessions will be conducted	M	YES	NO
4	Bidders must provide written confirmation in the form of a letter that if the contract is awarded, coaching engagements will entail a behavioural assessment(360,MBTI), as well as submission of attendance registers	M	YES	NO
6	Bidders must provide evidence of company profile	M	YES	NO
7	Bidders must provide details of the duration and scheduling of the coaching sessions	M	YES	NO
8	Bidders must submit a minimum of three written contactable references for similar services rendered in the previous twenty four months including current in the format under Annexure A	M	YES	NO
10	Bidders must submit Proof of registration/accreditation/membership which is valid with a professional body (e.g. HPCSA, Coaching authority)	M	YES	NO
11	Bidders must provide CVs of qualified leadership coaching facilitators that will be assigned to this contract as part of certificate of competence and accreditation with either (COMENSA, CDI-Africa or HPCSA)	M	YES	NO
13	Proof of Registration on the Government's Central Supplier Database	M	YES	NO
14	B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf	O	YES	NO

RETURNABLE DOCUMENTS		Envelope 2		
1	Cost summary in the SBD3 format as set out in this document	M	YES	NO
2	Detail pricing	M	YES	NO
THE BIDDING PROCESS				
This bid is evaluated through a three stage process				
<p><u>Stage 1 – Compliance to Requirements including Mandatory are GO/NO GO gates</u></p> <p>Bidders warrant that their proposal documents have, as a minimum, the specified documents required for evaluations. The NRF provides the Returnable Document Checklist listing these and which documents are GO/NO GO at the end of this invitation for the bidders.</p> <p>The NRF evaluates only procurement responses that are 100% acceptable in terms of the Returnable Document List. The NRF disqualifies bidders not compliant with this list for Stage 2 & 3.</p>				
<p><u>Stage 2 – Evaluation of Bids against Specifications and Quality</u></p> <p>Phase 1 (Specifications and Quality)</p> <p>The NRF evaluates each bidder’s response to the specifications issued in accordance to published evaluation criteria and the associated scoring outlined in this bid invitation.</p> <p>The NRF will request an evaluation session such as, interviews/presentations/pitching sessions/proof of functionality sessions with short-listed bidders that have passed phase 1.</p> <p>Phase 2 (Presentation)</p> <p>Short-listed bidders must attend the evaluation session to give a short presentation on their submission to the Bid Evaluation Committee as part of the technical evaluation and rating process.</p> <p>Bidders making the minimum evaluation score will pass to stage 3.</p>				
<p><u>Stage 3 – Price/Preference Evaluation</u></p> <p>The NRF compares each bidder’s pricing proposal on a fair and equal basis taking into account all aspects of the bids requirements. The NRF ranks the qualifying bids on price and preference points claimed in the following manner:</p> <p>Price - with the lowest priced Bid on an equal and fair comparison basis receiving the highest price score as set out in the Preferential Procurement Policy 2011 Regulations;</p> <p>Preference - preference points as claimed in the preference claim form (SBD6.1)</p>				

	<p>added to the price ranking scores; and</p> <p>The NRF nominates the top 3 (three) bidders with the highest combined score to constitute the Panel of Service Providers to provide the Services required in terms of this bid for the contract award.</p>
Bid Procedure Conditions:	
	<p><u>Late Bids Received</u></p> <p>Bids submitted after the stipulated closing date (and time) will not be considered.</p>
	<p><u>Non-Compliant Bids Received</u></p> <p>Bids submitted that do not meet the Returnable Documents List will not be considered.</p>
	<p><u>Counter Conditions</u></p> <p>The NRF draws bidders' attention to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.</p>
	<p><u>Response Preparation Costs</u></p> <p>The NRF is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.</p>
	<p><u>Cancellation Prior To Awarding</u></p> <p>The NRF reserve the right to withdraw and cancel the Bid Invitation at any time prior to the delegated authoriser making an award.</p>
	<p><u>Collusion, Fraud And Corruption</u></p> <p>Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.</p>
	<p><u>Fronting</u></p> <p>The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the "Guidelines on complex Structures and Transactions and Fronting", issued by the Department of Trade and Industry, be established during such inquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.</p>

Confidentiality

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

Sub-contracting Direct

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

Information Provided in the Procurement Invitation

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

ANNEXURE A Reference Letter

1	Reference Letter Template		
	<p>Bidder's Letterhead</p> <p>We are submitting a bid for the contract described below. We appreciate your assistance and effort in completing on your letterhead the reference as set out below on your experience with us.</p>		
Referee Letterhead		<u>Referee Legal Name</u>	
<u>REFERENCE ON COMPANY xxxxx</u>			
Bid Number:			
Bid Description			
Describe the service/work the above bidder provide to you below			
Criteria	Needs improvement	Meets requirements	Exceeds requirements
Professionalism of the bidder			
The quality of the coaching facilitators in the coaching engagement			
Customer centricity & interpersonal skills of the coach			
Adherence to prearranged timeframes to coaching engagements			
What was the bidder's ability to modify themselves to accommodate participant			
Quality and practicality of the coaching session			

How did your employees evaluate the bidder?			
The level of contract management skills conveyed by the Bidder			
Overall Impression			
No. of times used in past year		Would you use the provider again?	YES/NO
Completed by:			
Signature:			
Company Name:			
Contact Telephone Number:			
Date:			

WRITTEN SUBMISSION EVALUATION		Weight	Rating Scale				
Selection Element	0		1	2	3	4	
1.	Evaluate the overall proposed deliverables of the bidders coaching programme in terms of the objectives and scope of work of the coaching intervention	25	0 Defined as no or insufficient information to make a fair assessment	6.25 Defined as poorly formulated draft coaching programme proposed deliverables of the bidders coaching programme in terms of the objective of the coaching intervention	12.5 Defined as averagely formulated draft coaching programme proposed deliverables of the bidders coaching programme in terms of the objective of the coaching intervention	18.75 Defined as good with sufficient information including explicit illustrations and evidence from similar coaching projects demonstrating the bidder's proposed programme meets the deliverables set out in this bid document	25 Defined as excellent with sufficient information including explicit illustrations and evidence from similar coaching projects demonstrating the bidder's proposed programme meets the deliverables set out in this bid document
2.	Quality of project comprehension, proposed work plan, project management approach and time-table for the project	25	0 Defined as No proposed programme is provided	6.25 Defined as poorly formulated draft coaching programme with unspecific timelines.	12.5 Defined as averagely formulated draft programme to be considered for improvements.	18.75 Defined as good formulated and achievable coaching programme with explicit activities and realistic project timelines	25 Defined as thoroughly formulated draft coaching programme with explicit and achievable project activities and realistic project timelines.
3.	Evaluate the coaching methodology used to facilitate the coaching engagement	30	0 Defined as no information provided on the coaching methodology to	7.5 Defined as poorly defined information provided on the coaching methodology to be	15 Defined as average stated on the method of coaching	22.5 Defined as good information provided on the method in which the coaching session will	30 Defined as information provided on the method of coaching

WRITTEN SUBMISSION EVALUATION		Weight	Rating Scale				
Selection Element	0		1	2	3	4	
			be used	used		implemented	
4.	Proven experience, knowledge and track record in conducting coaching including track record of facilitators who will be providing the coaching, bidders membership evidence to a coaching professional body; academic qualifications and experience feedback provided in the reference letters	20	Defined as no information provided for review on the track record and professional registration of the facilitators	5 Defined as poorly provided information of the facilitators track record relevance to the delivery of the specifications contained in this bid	10 Defined as averagely defined track record of experience to the specifications of the bid	15 Defined as good evidence provided on the track record of the bidder, with information on registration on professional bodies.	20 Defined as excellent and exceeding expectations by providing track record of facilitators who will be providing the coaching (including Bidders membership evidence to a coaching professional body; academic qualifications and experience feedback provided in the reference letters

	VERBAL PRESENTATION		
	Selection Element	Weight	
<p>Those meeting the minimum of 75% of the evaluation of the written response stage 1 will be sent the evaluation criteria for presentation which will be scored out of 100 points.</p>			

**THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE
EVALUATION STAGE 3**

Bidders scoring less than the minimum threshold of **75% on presentation phase** are marked as failed and are not eligible to be considered in the next stage of evaluation, which is Price and B-BBEE

THE BIDDERS PARTICULARS

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

COMPANY REGISTRATION NUMBER	
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:	
TYPE OF COMPANY/FIRM [Tick applicable box]	
Partnership/Joint Venture/Consortium	
Close Corporation	
(Pty) Limited	
One person business/sole proprietor	
Company	
Other	
COMPANY CLASSIFICATION [Tick applicable box and provide short description]	
Manufacturer:	
Supplier:	
Professional Service Provider:	
Research and Innovation:	
Construction:	
Logistics:	
Other:	
TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS	
TAX CLEARANCE CERTIFICATE	

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

INTRODUCTION TO THE NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, 1998 (Act No. 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 the funding of researchers, provision of National Research Facilities for research, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities

BACKGROUND TO THE CORPORATE HUMAN RESOURCES AND LEGAL SERVICES DIVISION

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

CONTEXT IN WHICH LEADERSHIP COACHING, SERVICES ARE REQUIRED

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

TARGET GROUPS

The NRF intends to implement coaching and development initiatives for the following categories of managers and leaders:

- Level 1- NRF managers managing the performance and engagement of small and medium sized groups of staff – they have been in management positions for between 1-5 years and generally largely address operational issues
- Level 2: these are more established Managers – they have been in management positions for 5 years or more and they manage other managers, with a comprehensive focus on addressing strategic issues.

SPECIFICATIONS FOR THE LEADERSHIP COACHING SERVICING

The central objective of the initiative is to empower and capacitate NRF leadership and management with the necessary skills and behaviours required for them to deliver effectively on the NRF's strategic and operational objectives, linked to their individual growth trajectories.

In greater detail, the specifications of the project are as follows:

- I. To provide coaching services to the NRF management and leadership as and when the need arises.
- II. The coaching intervention should include a behavioural assessment(e.g. MBTI,360)
- III. The coaching programme should entail an effective coaching intervention that will empower NRF manager and executives to:
 - a. Build self-confidence and maximise "leadership presence";
 - b. Enhance emotional intelligence, self-awareness, self-management, empathy and relationship-building;
 - c. Increase capacity to influence and obtain real buy-in from stakeholders;
 - d. Manage performance effectively through the ability to have difficult conversations and to recognise and acknowledge success;
 - e. Develop an ability to coach and mentor for high performance and development;
 - f. Manage complex professional relationships-including managing upwards;
 - g. Understand and lead others through the psychological impact of organisational change;
 - h. Manage workload, pressure and work-stress, ensure work/life balance
 - i. Guide around techniques for mastering the art of listening, modifying their behaviours serving the vision of the NRF and its diversity and transformational agenda;
- IV. Each coaching intervention/engagement does not take longer than three(3) months; unless preapproval has been obtained;
- V. The expert coach/facilitator must have a track record of a coaching experience.
- VI. The coaching identifies areas of weakness and strength, prioritises these issues, addresses these during the period of the coaching intervention; (ability to utilise internal processes to strengthen management behaviour);
- VII. The coach must provide verbal and written feedback during and after the coaching intervention.

SERVICE DESIGN

The design of the coaching programme entails an initial behavioural assessment of the participant, prepared reports thereon, preparation of the reference (s) for the engagements sessions. The coaching with the participant, the structure of the discussion and feedback of the engagement intervention are specific below:

- a) Coaching period is for maximum period of three(3) months duration unless prior approval has been obtained;
- b) Verbal and written feedback is to be provided during and after coaching;
- c) One-on-one Coaching sessions are preferred, however due to the Physical locations of the various NRF business departments, coaching sessions can be conducted through various social media platforms;
- d) A progress report summarising emerging themes of the participant coaching sessions held, recommendations and progress must be provided;
- e) An approved Close Out report summarising the work done, results achieved, relevant themes and recommendations must be submitted to the Training and Organisational Development business department;
- f) Expert coach/facilitator must provide feedback to a director/executive on the progress of his/her manager under coaching where necessary or if requested by the Director or executive;
- g) Coaching sessions must remain clearly focused on the objectives of the coaching professional intervention.

ACCREDITATION AND CERTIFICATION

Professional accreditation of the bidding institution is mandatory. Failure to submit will result in disqualification.

DRAFT ENGAGEMENT PLAN

A draft engagement plan detailing the various stages of the coaching session, and related activities per stage from coaching initiation to closure for the period of three months must be provided by the bidders.

PRICING DETAIL

SBD 3 - Pricing Schedule for the Duration of the Contract

(SBD 3.2 – Non Firm Unit Pricing)

NOTE

Bidders must complete the section “Non-Firm Prices Subject to Escalation” if applicable and/or the section “Prices Subject to Rate of Exchange Variations” if applicable. Where neither of these sections are completed, the unit prices are deemed “Firm Unit Pricing”

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

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

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

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

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

THE FOLLOWING ESTIMATION PRICE MODEL BELOW APPLIES (The quantities provided are for quoting purposes only)

- a) The cost proposal must include all costs broken down into appropriate detail, but must disclose separately the tuition costs, the venue costs, catering costs, equipment, learning materials, including escalations and contingencies;
- b) The costing proposal must be submitted under cover of the price quotation form SBD3.2 attached. The cost summary on the Standard Bidding Document 3.2 must include escalations. The detailed costing must be attached as an annexure;
- c) The overall project costing should be appropriate for the scope of work indicated herein;
- d) The service provider provides all behavioural assessment reports;

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)

Complete separately for Year One, Year Two, Year Three,

YEAR ONE	NRF LEADERSHIP COACHING PROGRAMME	
Budget item	Cost per item	Cost per Delegate
1. Behavioural Assessment		
2. Number of Coaching sessions (Minimum 9 sessions for the three(3) month minimum duration of the coaching engagement)		
3. Project Administration		
4. Coaching Reports		
5. Facilitator /Coach Travel		
6. Facilitator/Coach Accommodation where the candidate is outside of Gauteng and Cape Town		
SUB-TOTALS PER PARTICIPANT		

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)		
SUB-TOTALS PER SESSION		
YEAR TWO	NRF LEADERSHIP COACHING PROGRAMME	
Budget item	Cost per item	Cost per Delegate
1. Behavioural Assessment		
2. Number of Coaching sessions (Minimum 9 sessions for the three(3) month minimum duration of the coaching engagement)		
3. Project Administration		
4. Coaching Reports		
5. Facilitator /Coach Travel		
6. Facilitator/Coach Accommodation where the candidate is outside of Gauteng and Cape Town		

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)		
SUB-TOTALS PER PARTICIPANT		
SUB-TOTALS PER SESSION		
YEAR THREE	NRF LEADERSHIP COACHING PROGRAMME	
Budget item	Cost per session	Cost per Delegate
1. Behavioural Assessment		
2. Number of Coaching sessions (Minimum 9 sessions for the three(3) month minimum duration of the coaching engagement)		
3. Project Administration		
4. Coaching Reports		
5. Facilitator /Coach Travel		
6. Facilitator/Coach Accommodation where the candidate is outside of Gauteng and Cape Town		

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)		
SUB-TOTALS PER PARTICIPANT		
SUB-TOTALS PER SESSION		
GRAND TOTAL FOR THREE YEARS		

PREFERENCE POINTS CLAIMED (SBD 6.1)

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and

the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of this bid is **estimated to exceed** R 1 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable.

THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS:

POINTS

PRICE

90

B-BBEE STATUS LEVEL OF CONTRIBUTION

10

Total points for Price and B-BBEE must not exceed

100

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

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

6	3
7	2
8	1
Non-Compliant	0
<p>Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p>	
<p>The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.</p>	
<p>A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a valid BBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</p> <p>A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.</p> <p>A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.</p> <p>A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.</p> <p>A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.</p>	

<p>A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.</p>	
<p>BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:</p>	
B-BBEE Status level claimed	
Preference Points claimed	
<p>BID DECLARATION: SUB-CONTRACTING</p>	
Will any portion of the contract be sub-contracted?	YES / NO
<p>If Yes, indicate:</p>	
What percentage of the contract will be subcontracted?	
Names of the sub-contractor	
The B-BBEE status level of the sub-contractor	
Whether the sub-contractor is an EME?	YES / NO
<p>I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:</p> <ul style="list-style-type: none"> • The information furnished is true and correct; • The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations; • In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct; • If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have – <ul style="list-style-type: none"> ▪ Disqualify the Bidder from the bidding process; ▪ Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct; Cancel the contract and claim any 	

	<p>damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation; Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution; and Forward the matter for criminal prosecution.</p>
<p>DUE DILIGENCE REQUIREMENTS</p>	
	<p>Contactable References</p> <p>The bidder is required to supply at least three (3) reference letters as per the format under Annexure A above. The form is for those customers for whom the bidder has completed work within the last 12 (twelve) months and current work in progress. The customers are to complete the form on their company letterhead.</p>
	<p>Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary</p> <p>Bidder is required to provide evidence of good standing with their tax office (overseas and local).</p> <p>Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder's tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.</p> <p>Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same requirement of tax status, a copy of that certificate should be provided.</p>
	<p>SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION</p> <p>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:</p> <p>I have read and I understand the contents of this Certificate;</p> <p>I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;</p> <p>I am authorised by the bidder to sign this Certificate, and to submit the Bid, on behalf</p>

of the Bidder;	
Each person whose signature appears on the Bid has been authorised by the bidder to determine the terms of, and to sign, the Bid on behalf of the bidder;	
<p>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:</p> <ul style="list-style-type: none"> a) Has been requested to submit a bid in response to this bid invitation; b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder 	
<p>The bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium ³ will not be construed as collusive bidding.</p>	
<p>In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <ul style="list-style-type: none"> a) Prices; b) Geographical area where product or service will be rendered (market allocation); c) Methods, factors or formulas used to calculate prices; d) The intention or decision to submit or not to submit, a Bid; e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or f) Bidding with the intention not to win the Bid. 	
<p>In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.</p>	
<p>The terms of this Bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract.</p>	
<p>I am aware that, in addition and without prejudice to any other remedy provided to combat</p>	

<p>any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation</p>	
<p>³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of</p>	
<p>SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES</p>	
<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Was any contract between the bidder and any organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	
<p>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</p>	
<p>Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to</p>	

persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The bidder is employed by the State; and/or

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

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

Full Name of Bidder or his/her representative

Identity Number:

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

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

Tax Reference Number:

VAT Registration Number:

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

Schedule attached with the above details for all directors/members/shareholders

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars in an attached schedule

YES / NO

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

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

Position occupied in the state institution

Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	
<p>CONTRACT PERIOD</p> <p>The successful bidder will be contracted for a period of three (3) years, subject to ongoing performance review of the coaching session through feedback from participants. The contract period commences from the date that both parties sign the contract (SBD7).</p> <p>a) The duration of each coaching sessions should be no longer than 3 months, from behavioural assessment to final report.</p> <p>c) Detail on scheduling of coaching sessions must be provided per month.</p>	

d) The coaching sessions should commence once both parties agree and sign the contractual obligations.

OBLIGATIONS OF EACH PARTY

National Research Foundation

Contract Management

- 1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.
- 1.2. The coaching sessions should commence once the both parties agree and sign the contractual obligations.

Contract Manager

- 1.3. The NRF Project Manager responsible for managing the performance of the service provider is Ms Gladys Boakye, Training and Organisational Development Manager, Corporate Human Resources Department.

Key Resource Management

- 1.4. In the event of the resignation of a key resource on the project, the appointed service provider will endeavour to replace that person within a reasonable time period, in consultation with the NRF, or otherwise agree to a change of scope of the project

Project Plan Management

- 1.5. At the commencement of the contract, the project plan as submitted in the bid documents becomes the final project plan to manage the project.
- 1.6. A project start up meeting is held after signing the contract to finalise the implementation and management of the project.
- 1.7. A final project plan inclusive of all changes from the start up meeting is presented by the service provider to the NRF Project Manager for approval.

Coaching engagement project management

- 1.8. Must have behavioural assessment
- 1.9. Number of coaching engagement per the three month engagements
- 1.10. Obtain approval for the proposed number of coaching sessions (each session is priced per session)

Contract Communication

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

Communicating where incidental services are required as listed in this document

- 1.14. Incidental services are specified in the incidental services clause.
- 1.15. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.
- 1.16. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued.
- 1.17. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.
- 1.18. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):
 - 1.18.1. Purchase Order Number
 - 1.18.2. Contract Number
 - 1.18.3. Quantity
 - 1.18.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;
 - 1.18.5. Catalogue number if applicable;
 - 1.18.6. Unit price per this contract;
 - 1.18.7. Delivery Date;
 - 1.18.8. Business unit code; and
 - 1.18.9. The specific delivery site.

<p>Performance Management</p> <p>1.19. The NRF measures performance throughout the contract life.</p> <p>1.20. The NRF has regular performance review with the contractor.</p> <p>1.21. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.</p>		
<p>PERFORMANCE LEVELS</p>		
Service being Measured	Measurement	Minimum level
Quality of coaching content/module	As per reference review feedback	GOOD
Confirmation of behavioural assessment and feedback tools	As per bidders written confirmation	GOOD
Quality of learning environment	Site inspection/reference feedback	GOOD
Quality of coaching (s) delivery	As per reference review feedback	GOOD
<p>CONTRACTED BIDDER</p>		
<p>2. Managing the Contract</p> <p>2.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>3. Contract Manager</p> <p>3.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.</p> <p>4. Key Resource Management</p> <p>4.1. In the event of the resignation of a key resource on the project, the appointed service provider will endeavour to replace that person within a reasonable time period, in consultation with the NRF, or otherwise agree to a change of scope of the project.</p> <p>5. Geographic location/facility</p> <p>5.1. Bidders must provide detailed information on geographical location / facility of where and how the coaching sessions can be conducted in the context of the NRF's geographical locations</p>		

6. Project Plan Management

- 6.1. The bidder updates the project plan as submitted in the bid documents to manage the project and submits the project plan for review as part of the start-up meeting.
- 6.2. A project start up meeting is held after signing the contract to finalise the implementation and management of the project.
- 6.3. A final project plan inclusive of all changes from the start up meeting is presented by the service provider to the NRF Project Manager.
- 6.4. The service provider provides status updates to the project plan and to each of the coaching interventions on a monthly basis.

7. Coaching engagement project management

- 7.1. Must have behavioural assessment with the candidate
- 7.2. Determine the number of coaching engagement per the three month engagement for the candidate
- 7.3. Obtain approval from the contract manager for the proposed number of coaching sessions (each session is priced per session)

8. Communication

- 8.1. The contracted party communicates in writing and through email.
- 8.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.

9. Monthly Status Meeting

- 9.1. Monthly status meetings between the NRF project manager and the service provider project manager is required and includes updates on the project plan.

10. Feedback

- 10.1. The service provider shall provide a monthly feedback report to the NRF for the duration of the project.

11. Performance Meetings

- 11.1. The service provider shall attend quarterly performance meetings.

12. Dispute Resolutions

12.1. Dispute resolution shall be through formalised meetings with followed up action plans in writing.

13. Corrective Action Plans

13.1. Action plans shall be monitored by both parties with monthly written updates.

14. Health and Safety Requirements

14.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.

14.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).

14.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.

GENERAL CONDITIONS OF CONTRACT

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

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

GCC1

1. Definitions - The following terms shall be interpreted as indicated:

1.1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2. “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. “Contract price” means the price payable to the supplier under the

	<p>contract for the full and proper performance of his contractual obligations.</p> <p>1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6. "Country of origin" means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7. "Day" means calendar day.</p> <p>1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.</p> <p>1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p> <p>1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p>
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	<p>1.14. "GCC" means the General Conditions of Contract.</p> <p>1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
GCC2	Application
	<p>1.26. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property,</p>

	<p>unless otherwise indicated in the bidding documents.</p> <p>1.27. Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.</p> <p>1.28. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	General
	<p>1.29. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>1.30. With certain exceptions (National Treasury's e-Tender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
GCC4	Standards
	<p>1.31. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
GCC5	Use of contract documents and information
	<p>1.32. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>1.33. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>1.34. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>1.35. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>

GCC6	Patent rights
	<p>1.36. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
GCC7	Performance security
	<p>1.37. Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>1.38. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>1.39. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p style="padding-left: 40px;">1.39.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p style="padding-left: 40px;">1.39.2. a cashier's or certified cheque</p> <p>1.40. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
GCC7 SCC	Not Applicable
GCC8	Inspections, tests and analyses
	<p>1.41. All pre-bidding testing will be for the account of the bidder.</p> <p>1.42. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>1.43. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is</p>

	<p>decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>1.44. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>1.45. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.</p> <p>1.46. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>1.47. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>1.48. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
GCC8 SCC	Not Applicable
GCC9	Packing
	<p>1.49. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>1.50. The packing, marking, and documentation within and outside the</p>

	packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
GCC9 SCC	Not Applicable
GCC10	Delivery and Documentation
	<p>1.51. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>1.52. Documents to be submitted by the supplier are specified in SCC.</p>
GCC10 SCC	At end of each coaching intervention, the final report must be submitted with the invoice as evidence of delivery of service
GCC10 SCC	<p>NRF representative verifies both delivery and performance with respect to the submitted Final Report prior to signing a certificate of service delivery performance.</p> <p>The service provider must ensure such signed approved verification accompanies the subsequent supplier invoice.</p>
GCC11	Insurance
	1.53. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	Transportation
	1.54. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	Incidental services
	<p>1.55. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>1.55.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>1.55.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>1.55.3. furnishing of a detailed operations and maintenance manual</p>

	<p>for each appropriate unit of the supplied goods;</p> <p>1.55.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>1.55.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>1.56. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
GCC13 SCC	Incidental services includes all incidentals to the management and delivery of the Leadership and coaching services not listed in this document
GCC14	Spare parts
	<p>1.57. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>1.57.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>1.57.2. in the event of termination of production of the spare parts:</p> <p>1.57.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>1.57.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC14 SCC	Not Applicable
GCC15	Warranty
	<p>1.58. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under</p>

	<p>this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>1.59. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>1.60. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>1.61. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>1.62. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
GCC15 SCC	Not Applicable
GCC16	Payment
	<p>1.63. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>1.64. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>1.65. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>1.66. Payment will be made in Rand unless otherwise stipulated in SCC</p>
GCC16 SCC	<p>Method and conditions of payment are as follows:</p> <p>The NRF only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests.</p>

	<p>The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit.</p> <p>The NRF does not settle invoices for outstanding goods or services.</p> <p>Payment is made in the South African Rands.</p>
GCC17	Contract amendment
	<p>1.67. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
GCC18	Assignment
	<p>1.68. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
GCC19	Subcontract
	<p>1.69. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract</p>
GCC20	Delays in supplier's performance
	<p>1.70. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>1.71. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>1.72. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>1.73. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p>

	<p>1.74. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>1.75. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>							
GCC21	Penalties							
	<p>1.76. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.</p>							
GCC21 SSC	<p>PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED</p> <table border="1"> <thead> <tr> <th>Situation Requiring Penalty</th> <th>Penalty where below minimum</th> </tr> </thead> <tbody> <tr> <td>Change of learning environment without NRF consent</td> <td rowspan="4">The NRF RESERVES THE RIGHT TO CANCEL THE CONTRACT IF ANY OF THESE RISK AREAS OCCUR</td> </tr> <tr> <td>Replacement of learning facilitator without NRF prior consultation</td> </tr> <tr> <td>Late provision of learning materials</td> </tr> <tr> <td>Delayed feedback assessment results</td> </tr> </tbody> </table>	Situation Requiring Penalty	Penalty where below minimum	Change of learning environment without NRF consent	The NRF RESERVES THE RIGHT TO CANCEL THE CONTRACT IF ANY OF THESE RISK AREAS OCCUR	Replacement of learning facilitator without NRF prior consultation	Late provision of learning materials	Delayed feedback assessment results
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Late provision of learning materials								
Delayed feedback assessment results								
GCC22	Termination for default							
	<p>1.77. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p>							

	<p>1.77.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>1.77.2. if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>1.77.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>1.78. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>1.79. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>1.80. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.</p> <p>1.81. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.</p> <p>1.82. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>1.82.1. the name and address of the supplier and / or person restricted by the purchaser;</p>
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	<p>1.82.2. the date of commencement of the restriction</p> <p>1.82.3. the period of restriction; and</p> <p>1.82.4. the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>1.83. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
GCC23	Anti-dumping and countervailing duties
	<p>1.84. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
GCC25	Force Majeure
	<p>1.85. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>1.86. If a force majeure situation arises, the supplier shall promptly notify the</p>

	<p>purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
GCC25	Termination for insolvency
	<p>1.87. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
GCC26	Settlement of disputes
	<p>1.88. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>1.89. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>1.90. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>1.91. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>1.92. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>1.92.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>1.92.2. the purchaser shall pay the supplier any monies due the supplier.</p>
GCC27	Limitation of liability
	<p>1.93. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p>

	<p>1.93.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>1.93.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
GCC28	Governing language
	<p>1.94. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
GCC29	Applicable law
	<p>1.95. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
GCC30	Notices
	<p>1.96. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>1.97. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
GCC31	Taxes and duties
	<p>1.98. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>1.99. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>1.100. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in</p>

	possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
GCC32	National Industrial Participation Programme
	1.101. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC33	Prohibition of restrictive practices
	<p>1.102. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>1.103. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>1.1. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.</p>
BID SCC	<p>Intellectual property provided in the bid invitation</p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF</p>
BID SCC	<p>Intellectual property contained in the deliverables</p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.</p>
BID SCC	<p>Third Party Warranty</p> <p>Where the contracted party sources goods or services from a third party, the</p>

	contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party.	
BID SCC	Third Party Agreements No agreement between the contracted party and the third party is binding on the NRF.	
BID SCC	Contracted Party Due Diligence The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.	
BIDDERS DETAIL RESPONSE FORMING PART OF CONTRACT		
1	Proposal to Technical Specification	
BIDDERS DETAIL PRICE SCHEDULES		
1	SBD 3 as set out in this document	
2	Documents providing the detail in support of the bid contract value as set out in the SBD3:	
BID SUBMISSION CERTIFICATE FORM - (SBD 1)		
	I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the National Research Foundation in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
	My offer remains binding upon me and open for acceptance by the National Research Foundation during the validity period indicated and calculated from the closing time of Bid Invitation.	
	The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
	Invitation to Bid (SBD 1)	Specification(s) set out in this Bid Invitation inclusive of any annexures thereto
	Bidder's responses to specifications, capability requirements and capacity as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached
		CSD / Tax clearance letter

	Declaration of Interest (SBD4);	Independent Price Determination (SBD 9)
	Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate	
	Declaration of Bidder's past SCM practice (SBD 8)	Conditions of contract as set out in this document (GCC)
	NIPP Obligations (SBD 5) where applicable	Local Content Certification (SBD 6.2) where applicable
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.	
	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.	
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.	
	I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable, SBD5, SBD8, SBD9) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.	
	I confirm that I am duly authorised to sign this offer/ bid response.	
NAME (PRINT)		
CAPACITY		
SIGNATURE		
Witness 1		
NAME		
SIGNATURE		
Witness 2		

NAME	
SIGNATURE	
DATE	