



National Research Foundation

INVITATION TO QUOTE/BID (SBD 1)

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

BID NUMBER:	NRF/Corp Training/02/26/2014-15	CLOSING DATE:	17 October 2014.	CLOSING TIME	16:00
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PROCUREMENT DESCRIPTION

PERFORMANCE MANAGEMENT TRAINING

Bidders are required to fill in and sign the **SBD7 Contract Form** to establish the written contract between the signing parties.

Preferential Procurement System applicable (points for price : points for procurement preference): **80:20**

Validity period from date of closure: **150** Days

<p>QUOTATIONS EITHER PHYSICALLY OR BY COURIER OR EMAIL (PDF FORMAT ONLY)</p> <p>National Research Foundation CSIR South Gate Meiring Naude Road Brummeria, 0184, PRETORIA</p> <p>gladys.boakye@nrf.ac.za</p>	<p>ENVELOPE ADDRESSING:</p> <p>ADDRESSED to Ms Gladys Boakye, Manager: HRD & OD</p> <p>Bid Number and Name, Postal Address, Contact Name, Telephone Number and email address on the envelope</p> <p>Emailed PDF file name format is "Bid Number / Supplier Name"</p>
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Bidders are required to deliver Bids to the correct address timeously. The NRF does not consider late bid responses.

Bidders submit their bid response on the official forms in this invitation (not to be re-typed) with additional information supplied on attached supporting schedules. Word version is available on request.

This Bid is subject to the Preferential Procurement Policy Framework Act and its 2011 Regulations, includes the General Conditions of Contract (NRF website) and Conditions of Contract as stipulated in this bid invitation.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:

Contact Person	Brian Womack		
SCM:	Email:	Brian.womack@nrf.ac.za	
Contact Person:	Ms Gladys Boakye, Manager: HRD & OD		
TECHNICAL:	Tel:	012 481 4211	
	Email:	gladys.boakye@nrf.ac.za	
	Mr John Hogg, Manager: Manager, Systems Policy and Administration		
	Tel:	012 481 4012	
	Email:	john.hogg@nrf.ac.za	

NAME OF BIDDER

REPRESENTED BY

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER	CODE	NUMBER
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CELL PHONE NUMBER	CODE	NUMBER
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FACSIMILE NUMBER	CODE	NUMBER
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

COMPANY REGISTRATION NUMBER

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:

TYPE OF COMPANY/FIRM [Tick applicable box]

Partnership/Joint Venture/Consortium		One person business/sole proprietor	
Close Corporation		Company	
(Pty) Limited		Other	

COMPANY CLASSIFICATION [Tick applicable box]

Manufacturer		Supplier	
Professional Service Provider		Other service providers e.g. transporter, etc.	

Has an original and valid tax clearance certificate been submitted? [Tick Applicable Box]	Yes
	No

Has a Preference Claim form (SBD6.1) claiming your Preference Points been submitted (a B-BBEE status level verification certificate must support preference points claimed) [Tick Applicable Box]	Yes
	No

If Yes, who was the B-BBEE certificate issued by: [Tick Applicable Box]

An accounting officer as contemplated in the Close Corporation Act (CCA)

A verification agency accredited by the South African Accreditation System (SANAS)

A registered auditor

Are you the accredited representative in South Africa for the services offered? If Yes, please enclose proof.	Yes
	No

Is the Bid Invitation Response split into "Technical" and "Awarding" sections?	Yes
	No

Are certified copies of Certificate of Incorporation (as per entity type) enclosed?	Yes
	No

1. Background to the National Research Foundation

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.

2. Context

The NRF is in the process of implementing a new Integrated Performance Management framework aligned to its business strategy. Aligned with this implementation, it has been realised that there is a need that a number of employees need to be assisted with AN understanding of performance management.

3. Scope of Supply

To run an accelerated workshop focused on the principles of performance management; the balance score card system (NRF performance Management policy) and basic skills required to effectively manage the performance of others. The target group to be trained consists of senior management, Middle Management, Team Leaders and supervisors, including a selected number of mid/junior level staff.

4. Selection and Awarding of Contract

This procurement is evaluated through a two-stage process.

4.1. Stage 1 – Selection of Qualified Bidders

The bid response/submission is evaluated against the specifications in accordance to evaluation criteria and the scoring set published in this Invitation.

4.2. Stage 2 – Awarding of the Contract

The financial proposal is evaluated on a fair and equal comparison basis taking into account all aspects of the proposals.

The contract award criteria are:

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

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

ranking scores and the highest combined score is nominated for the contract award.

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

5. Selection Criteria

5.1. Selection on Technical / Functional Capabilities and Capacities

Evaluation scoring for all criteria is scored on the following basis unless specified otherwise:

<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
No Information to make assessment	Poor	Average	Meets Requirements	Very Good	Exceeds Requirements and value adding

SELECTION CRITERIA			
NO.	ELEMENT	MINIMUM THRESHOLD	WEIGHT
1	Registered with a SETA (Evidence attached). The programme should be set at a minimum NQF level 4	100%	100%
2	Performance Management Training proposal portfolio (Evidence attached)	100%	100%
3	Methodology, and training materials physically available and deliverable to the NRF (Evidence attached)	100%	100%
5	Evaluate the bidder's track record (Evidence attached) of all Projects of similar nature undertaken for capacity and capability of performance	80%	15%
6	Evaluate references supplied (Evidence attached) for capability and capacity of performance	80%	40%
7	Evaluate quality of skills and capacity to deliver the required services and accreditation of trainer/facilitator(CV of individual (Evidence attached)	80%	25%
8	Evaluate service providers response to the bid specification <ul style="list-style-type: none"> ▪ Evaluate service providers acceptance of NRF input and inclusion on the proposed training 	80%	20%
			400%

6. Specification

(Please attach your detailed proposal as a separate schedule to this bid invitation when returned):

6.1. Services Required

To develop and deliver an accelerated training workshop focused on the principles of performance management with key deliverables of the training including:

- An overview and process of the balance score card performance management process, with reference to the NRF's performance management policy
- Building a better understanding of the basic principles for managing employee performance
- Objective Setting (Setting SMART objectives)
- Providing Candid feedback and coaching
- Conducting career discussions, considering employees' career interests and aspirations when making decision (Personal Development)
- recognizing and rewarding employee contributions,
- The role of the manager in maintaining high levels of performance
- How to ensure employees have a good understanding of what is expected from them
- Managing employee performance expectations and deliverables throughout the annual performance cycle
- Tracking performance regularly throughout the performance cycle (giving effective day-to-day feedback)
- Monitoring, collecting and analysing performance data. Making the process relevant to the employee
- How to structure effective personal development discussions with employees
- Participating effectively in the performance review and development discussion in a way that contributes to individual, team and business success

6.2. Target Group

The initial target group is a group of employees consisting of senior management, Middle Management, Team Leaders, supervisors and mid/junior level job roles that require a better understanding of performance management. These employees are based in Western Cape (Cape Town), Eastern Cape (Grahamstown) and Gauteng (Pretoria). Training is held at the NRF offices in these regions

Training Location	No of Training Sessions
Gauteng	
Pretoria	4
Hartebeesthoek	1
Cape Town	
iThembaLabs	2
SKA SA	1
SAAO	2
Grahamstown	
SAIAB	1

6.3. Information on the National Research Foundation

For more information about the NRF, please visit the NRF website on www.nrf.ac.za

6.4. Advance Notice of briefing by the Group Executive: Human Resource and Legal Services for the appointed service provider

The successful organization who is contracted will receive a more comprehensive briefing from the Group Executive: HR and Legal Services to ensure understanding of the output required.

6.5. Evidence of Supply Capacity and Capability (Technical Merit)

Bidders are required to provide a profile of themselves for evaluation of their capacity to supply the required equipment including resources, details of agency or distribution agreements that they hold as well as details of training material that they develop.

Bidders are required to provide written references as well as the tax compliance certificate and the SBD4, SBD8 and SBD9.

7. Contract Management

The award of this contract to the preferred service provider requires that both parties sign the SBD7 – Contract Form to establish the contract between the NRF and the appointed supply provider.

8. Contract Period

The contract will commence with immediate effect upon the signing of the SBD7 – Contract Form (Acceptance of Written Offer) i.e. October 2014 and will continue until the specified scope is delivered in April 2015.

9. Supply Performance Verification

NRF representative verifies delivery and quality check of the training manual and attends each training day to verify both delivery and performance prior to signing the certificate of satisfactory service delivery for Finance.

10. Payment

The NRF undertakes to pay performance verified invoices, invoice with the above service delivery verification, in full within thirty (30) days from date of receipt of such invoice.

No invoice for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be paid. The NRF does accept pre-dating of invoices.

11. Pricing Schedule for the Duration of the Contract
(Standard Bidding Document 3.1 and 3.3)

NOTE Only firm prices accepted. The price quoted is fully inclusive of all costs and taxes. No changes, extensions, or additional ad hoc costs are accepted once the contract has been signed.				
Detailed information is optional and provided as annexures to the details provided below.				
Bid price in South African currency, foreign exchange risk is for the account of the Bidder.				
Pricing is subject to the addition of Preference Points as stipulated in the section below - Standard Bidding Document 6.1 Preference claim form				
OFFER TO BE VALID FOR		150 days	FROM CLOSING DATE OF BID.	
ITEM NO	QUANTITY (unit of measure)	DESCRIPTION OF SERVICES	RATE/UNIT PRICE (per unit of measure)	QUOTE PRICE
1	1	Master training manual in electronic form	Per manual	
2	20 per session	Hard copies of the above manual	Per copy	
3	1	Pilot training providing to HR Managers	Per session	
4	8	8 Hour training session(estimated from October 2014 to April 2015	Per session	
5	1	Travelling costs – Pretoria	Each	
6	1	Travelling costs - Hartebeeshoek	Each	
7	1	Travelling costs – Cape Town	Each	
8	1	Travelling costs – Grahamstown	Each	
		TOTAL		
B-BBEE STATUS LEVEL OF CONTRIBUTION (Per SBD 6.1 below)			Level	Preference Points Claimed
Are detailed price schedules attached?			Yes	No
Does the offer comply with the specification(s)?			Yes	No
If the offer does not comply to specification, indicate deviation(s) in a separate attached schedule.				

12. PREFERENCE POINTS CLAIMED (STANDARD BIDDING DOCUMENT 6.1)

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:

B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points per system		B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points per system	
		80/20			80/20
1		20	6		6
2		18	7		4
3		16	8		2

4		12	0		0
5		8			

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

Level	=	80:20	
	=		

(Points claimed substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form.
- iii. 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;
- iv. 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 –
 - a) Disqualify the Bidder from the bidding process;
 - b) Recover costs, losses or damages it has incurred or suffered as a result of that Bidder's conduct;
 - c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) 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

13. SUB-CONTRACTING (STANDARD BIDDING DOCUMENT 6.1)

Will any portion of the contract be sub-contracted?		Yes	No
If Yes, indicate:			
(i)	What percentage of the contract will be subcontracted?	%	
(ii)	The name of the sub-contractor?		
(iii)	The B-BBEE status level of the sub-contractor?		
(iv)	Whether the sub-contractor is an EME?	Yes	No

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the information is true and correct and I/we acknowledge that:

- i. A Bidder 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.
- ii. A Bidder 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 Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

14. Conditions of Contract

a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract, as issued by National Treasury, are part of this contractual agreement and are available on the NRF Website (www.nrf.ac.za. Click on "Procurement"). These are deemed to be read and signed as such when signing the SBD7 – Contract Form.

b) CLAUSES IN THIS BID INVITATION CONDITIONS OF CONTRACT

All clauses stipulated in this procurement invitation form part of the Conditions of Contract inclusive of the general conditions of contract applying to this document.

c) 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.

d) CANCELLATION PRIOR TO AWARDING

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

e) LATE BIDS.

Bids submitted after the stipulated closing date (and time) is not considered.

f) 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.

g) CONFIDENTIALITY

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

h) VALIDATION OF SUBMITTED DOCUMENTATION

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

i) PROOF OF FUNCTIONALITY

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

j) INFORMATION PROVIDED IN THE BID INVITATION

All information contained in this document is 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.

k) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

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

l) 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.

15. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- 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 ² , member):			
• Registration number of company, enterprise, close corporation, partnership agreement or trust:			
• 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	Yes	No
•	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? 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.)	Yes	No
•	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
•	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
•	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

<ul style="list-style-type: none"> 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
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16. DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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: 	Yes	No
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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

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.

17. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

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

<ul style="list-style-type: none"> I have read and I understand the contents of this Certificate; 	Yes	No
<ul style="list-style-type: none"> I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect; 	Yes	No
<ul style="list-style-type: none"> I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder; 	Yes	No
<ul style="list-style-type: none"> 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; 	Yes	No

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

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and

- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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

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

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

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

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

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

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 a contract.

INVITATION TO QUOTE/BID (SBD 1)-SIGNED QUOTATION

I 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 are deemed to form and be read and construed as part of this agreement even where integrated in this document:

Invitation to Bid (SBD1)	Technical Specification(s);
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Bidder's responses to technical specifications, capability requirements and capacity as attached to this document	
Pricing Schedule(s) (SBD3);	Tax Clearance Certificate
Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1);	
Declaration of Interest (SBD4);	Declaration of Bidder's past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)	General Conditions of Contract

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 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.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____