



# National Research Foundation

QUOTATION NUMBER:	NRF/RISA/IRC/1/2016	CLOSING DATE:	23 JUNE 2016
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## QUOTATION DESCRIPTION

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENT PLANNING, COORDINATION AND MANAGEMENT SERVICES IN SUPPORT OF THE HOSTING OF SCIENCE FORUM SOUTH AFRICA 2016**

Validity period from date of closure:	<b>90</b>	Days
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Preferential Procurement System applicable (points for price : points for procurement preference): **80:20**

This quotation is subject to the Preferential Procurement Policy Framework Act and its 2011 Regulations, includes the National Treasury General Conditions of Contract available on the NRF website and on the National Treasury website.

Responses to this invitation to quote must be submitted to: **NRF- RISA SCM Office, NRF Building, opp. CSIR south gate entrance, Meiring Naude Avenue Pretoria East (by-hand submissions at the NRF must please include 5 copies)**. Responses may also be emailed to : [risa-scm@nrf.ac.za](mailto:risa-scm@nrf.ac.za)

**All responses must be received by 15:00 on Thursday 23 June 2016**

### ENQUIRIES ARE DIRECTED TO THE FOLLOWING

TECHNICAL ENQUIRIES The contact person is

Francois Davel	OR	Kathy Potgieter
Cell: +2783 634 9124		
Tel : +2712 843 6328		+2712 481 4039
<a href="mailto:Francois.Davel@dst.gov.za">Francois.Davel@dst.gov.za</a>		kathyp@nrf.ac.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES The contact person is

H Deist  
 Supply Chain Tel: 012-481 4115  
 Email: [risa-scm@nrf.ac.za](mailto:risa-scm@nrf.ac.za)

<b>NAME OF SUPPLIER/ SERVICE PROVIDER</b>			
<b>REPRESENTED BY</b>			
<b>PHYSICAL ADDRESS</b>			
<b>E-MAIL ADDRESS</b>			

<b>CELL PHONE NUMBER</b>		<b>TELEPHONE NUMBER</b>	
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<b>COMPANY NUMBER</b>	<b>REGISTRATION</b>	
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**DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:**

**TYPE OF COMPANY/FIRM [Tick applicable box]**

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

**COMPANY CLASSIFICATION [Tick applicable box]**

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

**TAX COMPLIANCE STATUS [Tick applicable box]**

An original and valid tax clearance certificate has been submitted?	YES	NO
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**PREFERENCE POINTS CLAIMED [Tick applicable box]**

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)	YES	NO
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If Yes, who was the B-BBEE certificate issued by: [Tick Applicable Box]

An accounting officer as contemplated in the Close Corporation Act (CCA)	<input type="checkbox"/>
A verification agency accredited by the South African Accreditation System (SANAS)	<input type="checkbox"/>

A registered auditor

**ACCREDITED REPRESENTATIVE [Tick applicable box]**

Accredited representative in South Africa for the goods/services/works offered. If Yes, please enclose proof.

Yes
No

**LEGAL IDENTITY PROOF [Tick applicable box]**

Certified copies of Certificate of Incorporation (as per entity type) are enclosed

Yes
No

Supplier is registered with the Central Supplier Database (CSD)

Yes
No

If Yes, Provide the:

**Supplier  
Number**

**Unique Registration  
Reference Number**

## TERMS OF REFERENCE

### APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EVENT PLANNING, COORDINATION AND MANAGEMENT SERVICES IN SUPPORT OF THE HOSTING OF SCIENCE FORUM SOUTH AFRICA 2016

#### BACKGROUND

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

The Department of Science and Technology (DST) will be hosting Science Forum South Africa 2016 ("the event"), an international science indaba, inspired by the model of the European Science Open Forum (ESOF) at the CSIR Convention Centre in Pretoria on 8 and 9 December 2016. The NRF, as contracting agency for the DST, is now seeking to appoint a suitably qualified service provider to support the planning, coordination and management of this event in accordance with these specific terms of reference.

Key characteristics of the event will include:

- An 'enticing' event programme comprising several parallel sessions, addressing a diverse range of science and science policy orientated themes
- A rich diversity in the background of participants, comprising scientists, students, public and private sector representatives as well as civil society constituents
- An event programme compiled 'top down' by the organisers as well as enabling public input through a competitive call for proposals for the organisation of sessions; and
- A strong international dimension to the event, reflected by the participation of speakers and attendees from a diverse range of countries, especially from Africa.

It is anticipated that participation will include high-level and celebrity national and international speakers. The event will consist of plenary discussions, side events, dialogues, opportunities for one-on-one meetings between national and international researchers, a 40-stand exhibition hall and a Ministerial dinner.

#### OBJECTIVES AND TARGET AUDIENCES

The overall goals and objectives of the event are to:

1. Showcase the best and latest research projects under the theme: "Igniting Conversations about Science".
2. Profile South African supported research projects and companies
3. Provide opportunities for one-on-one interactions between researchers;
4. Provide a platform for public discussions and policy dialogues on the latest developments in national and international research, including but not limited to the following sub-themes:
  - Shaping Humanity (Humanities and Social Sciences).
  - Preparing people for the knowledge economy (human capital development).
  - Open science and open innovation for Africa (Africa focus).
  - Science transforming society.
  - A better world (responding to global challenges).
  - Innovation and the industry of tomorrow.

The target audiences and participants at the showcase will include among others:

1. Embassies / research partners, known funders of technology development and commercialisation locally and abroad
2. Regional innovation / development agencies
3. Public research and higher education institutions
4. Seasoned research managers and technology transfer practitioners
5. Senior government officials and decision-makers.

#### **SCOPE OF WORK**

The implementation towards the hosting of the event commenced during April 2016 with the meeting of the Steering and Organising Committee comprising representatives from the DST and the NRF. The Committee currently meets bi-weekly, but it is envisaged that the frequency of meetings may increase as the event dates draw closer. It is envisaged that the event will comprise up to 2800 people (including exhibitors, visitors and speakers) per day for the two day event (1600 in total).

The service provider is expected to report to and support the Committee in planning for the event, including the exhibition and side events programmes, as well as to take responsibility for the coordination, implementation and smooth running of the event to be held in Pretoria on 8 and 9 December 2016 (exhibition build-up scheduled for Tuesday, 6 December and set-up to commence on Wednesday, 7 December 2016).

The service provider must complete the Detailed Checklist – Scope of Work included on pages 17 to 19 at the end of this invitation and return the checklist with the quotation documents.

This Procurement is evaluated through a three-stage process:

- Stage 1 – Selection of Service Providers who provided compliant proposals including all items as set out in the returnable documents list found on page 16 of this invitation.
  - Closing of submissions – 23 June 2016
  - Appointment of service provider 30 June 2016
  - Briefing meeting 1 July 2016
  - Commencement of work 4 July 2016
- Stage 2 – Selection of Qualified Service Providers who have passed the minimum thresholds in the technical evaluation of the proposals as evaluated against the Procurement Invitation specifications in accordance to evaluation criteria and the scoring set published in this Procurement Invitation.
- Stage 3 – Awarding of the Contract - The qualifying response(s) / submission(s) are 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 bids 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.

#### **EVENT PLANNING COORDINATION AND MANAGEMENT**

The appointed service provider will be responsible for all administrative and support functions relating to the coordination and implementation of the event. This includes the following activities:

1. Attend all meetings of the Steering Committee and related meetings with key implementation partners (including taking and distributing the minutes of meetings, as well as ensuring the implementation of decisions taken at such meetings).

2. Support, and as required manage, the coordination with sub-contracted service providers (including, but not limited to, exhibition infrastructure, marketing material design, production and distribution; as well as venue/s, facilities and travel coordination) to ensure organisation and thematic alignment with the overall aims and objectives of the event.
3. Develop and maintain a full and comprehensive exhibitor, visitor and speaker database, which will be made available to the NRF and DST, the proprietary rights of which will remain vested in the NRF and DST.
4. Be responsible for off- and on-site event management including
  - a. Direct and online invitations and RSVP coordination
  - b. Facilitating any pre-registration processes and responding to general enquiries relating to the event;
  - c. On-site registration and management of enquiries for the duration of the event;
  - d. Support and/or supervise the set up and break down of exhibition infrastructure, marketing material and directional signage;
  - e. Develop and manage the schedule for side-events and social functions, meetings, and breakaway sessions;
  - f. Liaise and coordinate with the venue / facilities managers to ensure that all on-site services (including catering, breakaway room set up, audio-visual equipment, etc.) is provided on time and that venue staff is advised of any schedule changes;
  - g. Coordinate and respond to any enquiries relating to the travel and logistics of the exhibitors.
5. Website: The current website (and webmaster) will continue and liaise for this showcase event as it is the foundation on which the event is popularized and marketed. The service provider will work closely with the webmaster and especially in managing the online invitations and RSVP process. The website will include information pertaining to:
  - a. Online registration
  - b. Exhibitor and speaker profiles and information
  - c. A catalogue of all research projects to be demonstrated / profiled at the exhibition
  - d. Programme of side events
  - e. Information relevant to hotel and transport options
  - f. FAQs and responses.

(Note: the information, designs, logos and the like remain NRF and DST proprietary information.)

## **PROMOTION**

The appointed service provider will be required to support, and coordinate, any additional sub-contracted service providers, inclusive of advising on possible methods of widely publicizing and promoting the event in order to attract the relevant participants, and to assist with the implementation thereof as agreed with the Steering Committee. This will include the development and distribution of for example, information flyers and event programmes.

## **DELIVERABLES**

The service provider will be responsible for ensuring that the event is delivered professionally and efficiently. They will also be required to provide the Steering Committee with a post event report that reconciles all the activities that they were responsible for, as well as a complete financial report detailing expenditure (and as required proof thereof). In addition, a comprehensive database of stakeholders is to be developed as part of the arrangement and hosting, and must be transferred (in writing and electronic form), to the NRF and DST at the end of the contracting period.

## SERVICE PROVIDER ATTRIBUTES

The service provider must have the following attributes:

1. Demonstrated experience in the coordination and management of events similar in nature, size and duration.
2. Be in a position to assume work immediately after appointment.
3. Be willing to work closely with and report to the Steering Committee.
4. Demonstrate from previous experience, the ability to perform under pressure, and at short notice.

## TIMEFRAMES

A final report should be handed over to the NRF and DST within a month of the conclusion of the event (at the end of January 2017).

## CRITERIA FOR EVALUATING PROPOSALS

- Prospective bidders must note the criteria to be applied in deciding on the successful bid.
- All bids received will be evaluated by a panel on the basis of functionality (100%).
- The 80/20 preference point system (PPS) will be applicable to this bid.

With regards to functionality the following criteria and a maximum value of each criterion will be applicable:

### Selection on Specifications and Capability and Capacity Evaluation Criteria

Each evaluation criteria will be scored as per the scoring range below and bidders must score an overall minimum of **80%** or more in order to proceed to the next stage of evaluation. The following scoring system is utilised for this evaluation, setting the points to be awarded and what this represents for each criteria in the matrix or to the entire matrix:

$$\text{Total Evaluation Score} = \frac{[\text{Score} \times \text{weighting} \times \text{No. of Evaluators}]}{[\text{Maximum Score} \times 100 \times \text{No. of Evaluators}]}$$

	Elements to be evaluated	SCORE				WEIGHT
		1	2	3	4	
1	Evaluate bidder's Expertise, specialist input, experience and track record in related event management and coordination	Less than 1 Year	1 – 3 Years	3 – 5 years	More than 5 years	35
2	Expertise and experience in stakeholder management	Satisfactory	Meets requirements	Exceeds requirements	Exceeds requirements & adds value	10
3	Methodology and relevance of proposed work plan & how this meets specified SFSA requirements	Satisfactory	Meets requirements	Exceeds requirements	Exceeds requirements & adds value	25
4	Capacity to deliver within the specified time frames and availability of existing resources	Insufficient details furnished	Track records less than 5 years no qualifications	Track records less than 5 years with accredited event management	Track records more than 5 years with accredited event management	30

				qualifications	qualifications		
	TOTAL						100
<b>Bidders must score an overall minimum of 80 or more in order to proceed to the next stage of evaluation.</b>							

Service providers will require 80 points to qualify for further awarding stage of evaluation.

Service providers may be requested to do an oral presentation of the service, should the NRF and/or Steering Committee deem it necessary.

**DETAILS REQUIRED IN THE PROPOSAL**

- Service Providers must submit to the NRF, a detailed plan of how they intend to manage the event including the estimated person hours and days required for the completion of the event.
- A breakdown of costs in South African Rands (including VAT). Where possible, costs should be linked with specific tasks to be undertaken
- Service Providers must submit to the NRF three (3) reference letters from corporate customers/ clients – a specimen of the required reference letter is contained in Annexure “A”. These references must speak to events that have been hosted in the past two years.
- The application should also include the CVs of the staff who will participate in and are responsible for the implementation of the event project, demonstrating experience relevant to the tasks being undertaken.

**NB: Please note that the NRF reserves the right not to accept the lowest quote or not to proceed with this project. All costs that the service provider may incur due to the preparation of the bid and project plan for the DST shall be the sole responsibility of the consultant.**

**SERVICE LEVEL AGREEMENT**

- The NRF and the appointed service provider will enter into a service level agreement.
- Regular meetings will be held between the service provider and the Steering Committee throughout the duration of the project.
- The payment plan will be negotiated and agreed to between the NRF and the service provider. The final payment, however, will be made after the completion of the project and acceptance of the final report by NRF.
- The service provider will be solely responsible for all administrative issues related to the project, including to ensure that the Supply Chain Management processes of the NRF are adhered to and contracted service providers and suppliers of the NRF are utilized in order ensure both negotiated discounts as well as adherence to NRF policies regarding procurement.
- All trademark, design and copyright rests with the DST and the DST will decide on the use of such information, if necessary.
- The successful service provider will be expected to conduct a briefing session with the Steering Committee and all relevant stakeholders prior to the work being conducted and, unless otherwise agreed, the whole team of the appointed service provider will be required to be present at the briefing session.
- The service provider will be responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget.



- The service provider will work in close collaboration with the Steering Committee, through its appointed representatives so as to ensure that the objectives of the SFSA are accommodated by this project.
- The Steering Committee will approve the commencement of any Supply Chain Management processes, including the budget, for any activities included in the SFSA.
- The final approval of procurements for this project will be done the NRF in accordance with the delegation of authority policies.

**PRICING SCHEDULE – FIRM PRICES (PURCHASES): STANDARD BIDDING DOCUMENT 3.1.**

**BID DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT THE PLANNING, COORDINATION AND MANAGEMENT OF SCIENCE FORUM SOUTH AFRICA 2016**

**NOTE: THE PRICES CONSTITUTE ONLY THE MANAGEMENT FEE RELATING TO SPECIFIC ITEMS BELOW**

**ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

Name of bidder.....	Bid number.....
Closing Time .....	Closing date.....

ITEM	PERCENTAGE	TOTAL (VAT INCLUDED) R0.00
<b>BID PRICE : Total Fee to administer and coordinate the project (VAT inclusive)</b>		<b>R</b>
<b>Payment terms:</b>		
First payment on signing of contract	40%	
Second payment on 1 November 2016	40%	
Final Payment on 15 December 2016, or as soon as the final report is received	20%	
<b>BID PRICE – As above</b>		<b>R</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>		Preference Points Claimed
(Per SBD 6.1 below)		
Are detailed price schedules attached?	Yes	No
Does the offer comply with the specification(s)?	Yes	No

**PREFERENCE POINTS CLAIMED (SBD 6.1)**

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are claimed for attaining the B-BBEE status level of contribution in accordance with the table set out 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:**

B-BBEE Level	=	Points Claimed
	=	

(Points claimed are 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] which is on file with you through our supplier registration on your supplier database and is available if required for validation).

I/we, the undersigned, who is/are duly authorized 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 the SBD6.1.
- iii. In the event of a contract being awarded as a result of points claimed as shown above, the contractor has filed the documentary proof in the NRF supplier database when registered and, upon request, furnish documentary proof to the satisfaction of the NRF that the claims are correct;
- iv. I/we acknowledge that 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 NRF may, in addition to any other remedy it may have –
  - a) Disqualify the contractor from the bidding process;
  - b) Recover costs, losses or damages it has incurred or suffered as a result of our 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 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

**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.

**DECLARATION OF INTEREST (SBD 4)**

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

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 <sup>2</sup> , 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
Do you or any of the directors/ trustees/ shareholders/ members of the company have any	Yes	No

interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars as an attached schedule:		
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**DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)**

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
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
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
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 ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.		

**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:		
I have read and I understand the contents of this Certificate;	Yes	No
I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;	Yes	No
I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;	Yes	No
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:		
<ul style="list-style-type: none"> <li>a) Has been requested to submit a Bid in response to this Bid invitation;</li> <li>b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and</li> <li>c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder</li> </ul>		
The Bidder has arrived at the accompanying Bid independently from, and without consultation,		

communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

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

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

#### **STANDARD BIDDING DOCUMENTS DECLARATION**

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

Declaration of Interest (SBD4)

Original Tax Clearance Certificate unless already on file with the NRF

Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1).

Declaration of Bidder's past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)
General Conditions of Contract

**The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.**

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

I certify that the information furnished in these declarations (Tax compliance status, SBD4, SBD5 where applicable, SBD6.1, SBD 6.2 where applicable, SBD8, SBD9) is correct and I accept that the NRF may reject the Offer or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this SBD declaration pack by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____



**RETURNABLE DOCUMENTS LIST**

<b><u>RETURNABLE DOCUMENT LIST</u></b>		
		YES/NO
1	Signed and completed Procurement Invitation	
2	Detailed CHECKLIST - Scope of Work – see page 18-20 of this invitation	
3	A list of current corporate customers, indicating the work done and the value of this work to establish accounts of similar size	
4	Three (3) reference letters from previous and present corporate customers/ clients – a specimen of the required reference letter is contained in Annexure “A”. These references must speak to events that have been hosted in the past two years.	
5	A detailed company profile indicating years of experience in the industry and proof that supports capability and capacity to handle projects of this nature and size. The profile should also indicate where the bidder is represented nationally.	
6	A list of employees indicating their experience and qualifications and the detailed curriculum vitae of the persons that will handle the SFSA requirements	
7	A project plan detailing resources allocated and a work plan and demonstrating the overall approach on how the SFSA requirements are to be met	
8	A detailed proposal in the <b>SBD3</b> format with a breakdown of costs and capacity.(Pricing)	
9	SBD6.1 (Preference Claim Form) signed and supported by the supporting B-BBEE Certificate or affidavit signed by Commissioner of Oaths	
10	Confirmation of the registration on the National Treasury Central Supplier Database (CSD)	

**Detailed CHECKLIST - Scope of Work:**

Name of Service Provider	
Included YES/NO	Detail of Activity
	<b>EVENT MARKETING</b>
YES/NO	Create an e-marketing database
YES/NO	Event marketing
YES/NO	Media briefing and liaison
	<b>EXHIBITION</b>
YES/NO	Comprehensive exhibition management and liaison
YES/NO	Exhibition project plan
YES/NO	Provision of Exhibition structure - shell schemes 3x3m
	<b>REGISTRATION AND PAYMENTS</b>
YES/NO	Online registration system with payment portal
YES/NO	Manned onsite touchscreen registration system
YES/NO	Branded lanyards and plastic accreditation pouches
YES/NO	Onsite 'walk-in' registration services
	<b>ABSTRACT AND SPEAKER MANAGEMENT</b>
YES/NO	Abstract submissions and management - 180 speakers
YES/NO	Plenary speaker panel speaker management - 15 speakers
YES/NO	Speaker liaison and information services
	<b>ACCOMMODATION AND TRAVEL ARRANGEMENTS</b>
YES/NO	Accommodation arrangements for guest speakers
YES/NO	Airport shuttles for guest speakers
YES/NO	Logistical arrangements for 'Fellows' and other groups
	<b>VENUE</b>
YES/NO	Venue liaison and management
YES/NO	Onsite venue meetings as necessary
YES/NO	Facilitate setup and breakdown of all onsite activities
	<b>MARKETING</b>
YES/NO	Marketing Material
YES/NO	Website (the current website & webmaster will continue and liaise wrt content, FAQ etc.)
YES/NO	Media (DST and entity efforts will continue, so addition to these)
YES/NO	Branding
	<b>EVENT REGISTRATION</b>

YES/NO	Abstract submission
YES/NO	Session submission
YES/NO	Registrations and Payments
YES/NO	Accommodation and travel for delegates
	<b>EVENT PROCEEDINGS</b>
YES/NO	Event materials
YES/NO	Event info desk
YES/NO	Onsite registration
YES/NO	Programme management
	<b>PROTOCOL AND SECURITY</b>
YES/NO	Risk assessment and management
YES/NO	JOC application for main and selected side events
	<b>EVENTS COORDINATION</b>
YES/NO	Networking cocktail event (first night)
YES/NO	Assistance with Ministers Dinner (first night)
YES/NO	Media room bookings
	<b>PROJECT CLOSURE AND REPORTING</b>
YES/NO	Detailed organizers report
	<b>GIFTING</b>
YES/NO	Sourcing awards for the 'Science Diplomacy' awards x 11
YES/NO	Sourcing gifts for panel and plenary speakers 220
YES/NO	Certificates for awards x 11
	<b>LOUNGES AND FURNITURE</b>
YES/NO	VIP lounge for 15 VIPs
YES/NO	Social networking lounge for 85
YES/NO	Media briefing venue
YES/NO	Modern slim chairs and coffee tables for panel discussions
YES/NO	Plenary tub chairs and coffee tables for main stage
	<b>DÉCOR</b>
YES/NO	Main stage floral arrangement
YES/NO	Floral arrangement for lounge areas - VIP and networking lounge
YES/NO	Floral arrangement for registration area
	<b>SPEAKER MANAGEMENT</b>
YES/NO	Management of panelist speakers
YES/NO	Management of plenary speakers
YES/NO	Management of session coordinators
	<b>DESIGN AND PRINT</b>

YES/NO	Event booklet
YES/NO	Fast-fold Exhibition reference guide
	<b>PROGRAMME</b>
YES/NO	Assistance with technical programme design
	<b>DESIGN &amp; PRINT OF ALL ITEMS LISTED BELOW</b>
YES/NO	2000 x A5 booklet printed full colour on 135gsm - cover printed on 250gsm matt varnish, saddle stitched 60 page inner plus cover
YES/NO	4 x A1 full colour directional correx boards
YES/NO	2000 x 360x140mm folded to 3 panels 102x255mm full colour both sides on 130gsm
YES/NO	12 x A1 posters printed full colour
YES/NO	3 x Double Perspex bent to A-frame to hold A4 paper (info desk)
YES/NO	220 x Panelist and speaker names, table names with score line and full colour print single sided
	<b>MOBILE APP</b>
YES/NO	Native App for iOS & Android
YES/NO	HTML5 for Windows & Blackberry
YES/NO	Includes: Event Info, Agenda, Speakers, Venue, Floor Plan, Exhibitors, Attendees, Social Media, In App Messaging, Digital Business Card, QR Scanner

**The above detailed scope of work has been reviewed and the checklist has been accurately completely and included in our proposal.**

Name of Service Provider		Name of Authorised Official	
		Signature of Authorised Official	
		Date of Signature	



**National  
Research  
Foundation**

PO Box 2600  
Pretoria 0001  
South Africa  
Tel: (012) 481 4000  
Fax: (012) 349 1179  
Int. Code: +27 12  
info@nrf.ac.za

[www.nrf.ac.za](http://www.nrf.ac.za)

Reference: .....

The Department of Science and Technology (DST) will be hosting Science Forum South Africa 2016, an international science indaba at the CSIR Convention Centre in Pretoria on 8-9 December 2016. The NRF, as contracting agency for the DST, is now seeking to appoint a suitably qualified service provider to support the planning, coordination and management of this event in accordance with specific terms of reference as attached. We appreciate your assistance and effort in completing the reference below, based on your experience with:

<b>Name of SERVICE PROVIDER</b>									
Name of Event and description									
Number of delegates and exhibitors		No of Delegates: _____				No of Exhibitors: _____			
<b>Criteria</b> <i>(please mark the relevant opinion)</i>									
	Satisfactory	Meets requirements	Exceeds requirements	Exceeds requirements & Adds value					
Professionalism of Events Management service provider and staff/associates									
Customer centricity & interpersonal skills									
Turn around/completion times of event arrangements									
Satisfaction with the work done									
No. of times service used in last year		Would you use the service provider again?						YES	NO
<b>Overall Impression Score:</b> <i>Range: 1 = not recommended to 8 = highly recommended</i>	1	2	3	4	5	6	7	8	

Completed by: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Telephone Number : \_\_\_\_\_

Company stamp