



**National  
Research  
Foundation**

**INVITATION TO BID (SBD 1)**

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

BID NUMBER:	<b>NRF/RISA/SADC/15/2014-15</b>	CLOSING DATE:	12 DECEMBER 2014	CLOSING TIME	11:00
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**BID DESCRIPTION**

**THE ENGAGEMENT OF SERVICE PROVIDERS TO UNDERTAKE AN ENGINEERING CAPACITY AUDIT IN THE SADC REGION**

Preferential Procurement System applicable (points for price:points for procurement preference): 90:10.

Validity period from date of BID closure: 150 Days

EITHER PHYSICALLY OR BY COURIER OR EMAIL (note) (PDF FORMAT ONLY)

ENVELOPE ADDRESSING:

NATIONAL RESEARCH FOUNDATION  
CSIR SOUTH GATE  
MEIRING NAUDE ROAD  
BRUMMERIA  
PRETORIA, 0184

Bid Number and Name, Postal Address, Contact Name, Telephone Number and email address on the envelope. Emailed PDF file name format is "Bid Number / Supplier Name"

**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:

Busiswa Molefe

Lebogang Mosoma

Tel:

+27 12 481 4028

+27 12 481 4337

Email:

[busiswa@nrf.ac.za](mailto:busiswa@nrf.ac.za)[lebogang.mosoma@nrf.ac.za](mailto:lebogang.mosoma@nrf.ac.za)

NAME OF BIDDER

REPRESENTED BY

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELL PHONE NUMBER

CODE

NUMBER

FACSIMILE NUMBER

CODE

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

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 goods/services/works 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. Background to the Engineering Capacity Audit of the SADC region**

In 2009 South Africa proposed the establishment of an Engineering Programme under United Nations Educational, Scientific & Cultural Organisations (UNESCO) to the 182<sup>nd</sup> session of the UNESCO Executive Board. The goals for this initiative include addressing the chronic shortage of engineers in the developing world, and particularly in Southern Development Community (SADC). It is anticipated that this programme will further promote engineering education, capacity building and the application of technology solutions to eradicate poverty and address sustainable development.

South Africa agreed to work with UNESCO in establishing this initiative. South Africa undertook to work with SADC countries in order to conduct an informed study in the region. It was deemed fit to have a workshop with all SADC member states and relevant institutions prior to the launch of the programme.

The SADC workshop on Needs and Numbers took place in July 2012 in Cape Town where SADC member states were invited to participate. The workshop was attended by representatives from the Ministries responsible for Science Technology and Innovation; and Engineering Councils from the following countries: Angola, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia, Botswana and Zimbabwe. These participants participated in the workshop and presented on the status of Engineering Needs and Numbers in their respective countries.

The outcomes and recommendations of the workshop were that Lesotho, Namibia, South Africa and Zimbabwe serve as members of the working group tasked with overseeing and ensuring that the study is initiated and brought to conclusion successfully.

## **3. Key Partners in the Study**

The SADC Needs and Numbers initiative is coordinated by the following

partners:-3.1 Department of Science and Technology, South Africa

The Department of Science and Technology (DST) derives its mandate from the 1996 White Paper on Science and Technology. The premise is that science, technology and innovation plays a critical role in economic growth and socio-economic development of South Africa. The DST consequently promotes the development of the National System of Innovation and influences this system via key strategies such

as the 2002 National Research and Development Strategy (NRDS) and the 2008 Ten-Year Innovation Plan for South Africa; “Innovation Towards a Knowledge-based Economy 2008-2018”.

### 3.2 Southern African Development Community (SADC)

SADC member states are Angola, Botswana, DR Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

The above member states are supported by a special Working Group comprising of Lesotho, Namibia, Zimbabwe and South Africa which was mandated by SADC countries to oversee the implementation of the initiative.

## **4. Scope of the Engineering Capacity Audit**

The overall objective of the study is to get a better understanding of the Engineering Needs and actual Numbers of Engineers, Technologists and Technicians in the SADC countries so as to allow for better planning for the attainment of sustainable development in the region.

## **5. Selection and Awarding of Contract**

This Bid will be evaluated through a two-stage process provided below: Stage 1 – Selection/Shortlisting of Qualified Bidders

The Bid Evaluation Committee evaluates the bid response/submission against the Bid Invitation specifications in accordance with evaluation criteria and the scoring set published in the Bid Invitation.

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

The Bid Evaluation Committee evaluates, on a fair and equal comparison basis, the financial proposal taking into account all aspects of the submitted 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.

## **6. Specification**

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

## **6.1. EXPECTED DELIVERABLES**

- . Datasets containing raw and processed data.
- . Comprehensive quantitative and qualitative report.
- . Concrete recommendations and further actions to be taken by various decision makers and stakeholders (plus appendices of analysis).
- . The report to include a proposal for a system that can be used for on-going data collection and reporting in the region such as a database at national and regional level.
- . Included in the report will be country profiles based on the study objectives. This should be included as an appendix/annexure to the report.
- . All outputs and data to be in hard copy and in electronic format.
- . Reports and data to be in an editable format

Please note that the report will be considered by the SADC Ministers of Science and Technology and other structures

## **6.2. UTILISATION OF DESK TOP REVIEW APPROACH**

The study approach consists of the following stages in a modular approach by

country: Stage 1 – Desk top Data Collection

Stage 1 is data collection through the form of a Desk-Top Study with limited field work. In this stage the service provider looks at a range of information through utilisation of questionnaires designed to address the questions raised in the study objectives.

In some cases this may include site/country reconnaissance to establish basic information on the current engineering infrastructure conditions.

Stage 2 – Collation and analysis by country

The collated information from stage 1 is analysed to prepare a comprehensive report in response to the study objectives. This report should provide a conceptual understanding of the existing regional engineering capacities, gaps, requirements as well as projections pertaining to the next 15 years within the SADC region which serves input to regional policy on engineering infrastructure in SADC.

## **6.3. STUDY OUTPUT**

The appointed service provider is expected to deliver a comprehensive report that details the Engineering Needs and actual Numbers of Engineers, Technologists and Technicians in each of the SADC countries which is conducive to the better planning for the attainment of sustainable development in the region. The following Engineering disciplines will apply:

1. Chemical;

2. Mining & Metallurgy;
3. Civil;
4. Electrical & Electronics;
5. Mechanical & Industrial and other recognised by member states.

The report should provide answers with supporting data to questions including:

1. Current and future stock of infrastructure and facilities requiring engineering inputs for operations and maintenance;
2. Existing policies, rules and regulations pertaining to engineering;
3. Existing of national including infrastructure development plans;
4. Current state of the institutional arrangements for the regulation of the engineering profession;
5. Number of existing engineering capacity (number of qualified engineering professionals)by disciplines;
6. Gaps in engineering capacity on both the current situation and projected (number of human resources/capacity needed);
7. Output (quantity) of engineering practitioners from tertiary institutions(undergrad and postgrad);
8. Engineering disciplines offered at tertiary institutions; and
9. Projections for future Engineering Needs for time horizon of 2030.

#### **6.4. LITERATURE REVIEW OUTPUT**

Literature review research and references should be done to previous and similar studies undertaken in the region.

#### **6.5. STUDY AREA**

The following countries form part of this study:-

- Angola
- Botswana
- DRC
- Lesotho
- Madagascar
- Malawi
- Mauritius

- Mozambique
- Namibia
- Seychelles
- South Africa
- Swaziland
- Tanzania
- Zambia
- Zimbabwe

**6.6. SKILLS PROFILE REQUIRED OF THE SERVICE PROVIDERS**

Bidders should detail their technical skills by providing sufficient and clear evidence of their skill sets to enable the successful execution of this type of study as well as a profile of themselves.

Bidders are required to provide their track record of similar work done that allows the Evaluation Committee to assess the bidders’ capability to deliver the required output.

The bidders must demonstrate that they have the required technical skills with proven expertise and experience in the following areas:

1. Infrastructure, planning, operation and maintenance studies;
2. Preparing technical documents including high quality reports;
3. Conducting surveys and survey design;
4. Preparing and conducting technical audits;
5. Interacting with stake-holder representatives;
6. Project management expertise (developing and managing schedules and budgets); and
7. Understanding of SADC regional priorities.

Bidders are required to detail who the proposed project team is, listing names, qualifications and experience as well as resources available.

Bidders should stipulate their footprint in the SADC countries.

Bidders are required to provide five (five) contactable references and three (3) written references from previous clients in which the clients declare the following:

Criteria	Below Expectations	Meets Expectations	Above Expectations
Quality of literature research			
Comprehensive of data collection			
Comprehensive and quality of data analysis			



Comprehensive of data collection			
Professionalism			
Interpersonal skills			
Project planning and adherence thereto			
Satisfaction with the work done.			
Overall Impression (i.e. would use again)			

**6.7. Project Plan**

The bidders should provide a detailed project plan and budget detailing how they will conduct the study. The project plan is per country work package and details the subsidiary steps within each work package.

**6.8. IMPORTANT – PLANNING AND QUOTATION ON FULL SCOPE FOR BID AWARD WITH STAGGERED ROLLOUT EXECUTION OF THE AWARDED CONTRACT**

The bidders are required to bid on the full scope of the proposed study. The actual execution is a two phase approach:

- . Phase 1 – Covers at least seven SADC countries.
- . Phase 2 – Covers all countries not covered on phase 1.

**6.9. PERFORMANCE LEVELS**

The bidders provide performance levels to which they adhere

to **6.10. LOGISTICS**

The study is predominantly a desk top review with minimum travelling. All logistics should be included in the quotation and it is the bidders’ responsibility to manage.

**6.11. QUALITY REQUIREMENTS INCLUDING APPLICABLE STANDARDS**

The quality of the final report including its literature review must be of an academic standard and designed for SADC Policy Makers. Appointed service provider will be expected to make a power point presentation to the SADC Working Group at the end of the study.

**6.12. HEALTH AND SAFETY REQUIREMENTS**

Bidders’ are responsible to manage their own health and safety requirements especially where travelling into the SADC countries is proposed. The contract supplier is solely responsible for the safety and well-being of its employees.

## 7. Qualifying Thresholds for Selection (Stage 1) Evaluation

The Bid Evaluation Committee scores bids received utilising the following scoring systems:

Scoring less than the minimum threshold of 75% per each criterion is marked as failed.

Bidders that do not qualify in stage 1 will not be shortlisted for stage 2 – awarding.

## 8. Stage 1 - Selection on Specifications, Capabilities and Capacities

Total Evaluation Score = [Sum of evaluators scores x weighting]/[Maximum Score x No. of Evaluators x Weighting]

SELECTION CRITERIA			
NO.	ELEMENT	SCORE	WEIGHT
1	Five contactable references provided	0 or 4	100
2	Three written references provided	0 or 4	100
3	Bidder's profile provided with track record of similar work	0 or 4	100
4	Evaluation of proposed team competency (proposed project team, skill sets)	0 to 4	100
5	Evaluation of track record and examples of work	0 to 4	100
6	Evaluation of proposed project plan	0 to 4	100
7	Evaluation of proposed data collection methodology	0 to 4	100
8	Evaluation of proposed data analysis and report writing	0 to 4	100
9	Footprint in SADC countries (1 country = 3, all countries =4)	0 to 4	100

## 9. Contract Management

The award of this contract to the selected service provider establishes the contract between the NRF and the appointed service provider.

The contract is inclusive of potential downstream work of the study specified in this document where the nature and quantity of such work is not determinable at the commencement of this contract and may be required for completion of the contract.

Such potential downstream supplies follows the process of a detailed quotation of the supply required, evaluation of the supply quotation received and, where necessary, request either further detail or negotiate upon value of supply quoted and the issue of an official Purchase Order for the agreed supply prior to the commencement of such supply.

Purchase orders are issued as scheduling and delivery instruction orders in terms of this contract for Page 10 of 21

contract execution and management control.

## **10. Contract Period**

The contract will commence with immediate effect upon the signing of the Acceptance of Written Offer and will continue until six months from the date of contract.

## **11. Supply Performance Verification**

NRF representative verifies both delivery and performance prior to signing on certificate of delivery/progress milestone evidencing such performance. Any queries are addressed in writing and a response in fourteen (14) days is required

## **12. Payment**

The NRF undertakes to pay performance verified invoices in full within thirty (30) days from date of invoice or upon agreed payment intervals as stipulated in this contract.

No invoice for outstanding deliverables or for any unproductive or duplicated time spent by the service provider is paid. The NRF does not accept predated invoices.

## **13. Pricing Schedule for the Duration of the Contract (SBD 3.1 and 3.3)**

### **13.1. NB - PRICING FOR AWARDING IS ON ALL COUNTRIES**

### **13.2. PRICING NOTES**

- . **SBD3 schedule in this document is to be completed with the total cost per country work package.**
- . **Detailed schedule per country work package to be attached.**
- . Price assumptions to be clearly stated.
- . 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.
- . 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.

### **13.3. SET OUT OF THE DETAILED PRICE SCHEDULE PER COUNTRY WORK PACKAGE**

- . The Country detailed schedule to specify:

- Breakdown between different levels of consultants;
  - Rates per hour for each;
  - Accommodation, where applicable;
  - Travel expenses, where applicable;
  - Office expenses, where applicable; and
  - Interpreter expenses, where applicable.
- In compiling the detail schedule for each country work package, the breakdown between different levels of consultants is required to include the anticipated hours of work for the following:
- Desktop studies
  - On-site investigations
  - Documents reviews
  - Interviews
  - Report compilation
- A rate schedule for all professional team members – assist with any downstream variation purchase orders.

Literature Review				
ITEM NO	Unit of measure	DESCRIPTION OF SUPPLIES	RATE/UNIT PRICE (per unit of measure)	BID/QUOTE PRICE
1	Per Country	Angola	Per Annexure 1 attached	
2	Per Country	Botswana	Per Annexure 2 attached	
3	Per Country	DRC	Per Annexure 3 attached	
4	Per Country	Lesotho	Per Annexure 4 attached	
5	Per Country	Madagascar	Per Annexure 5 attached	
6	Per Country	Malawi	Per Annexure 6 attached	
7	Per Country	Mauritius	Per Annexure 7 attached	
8	Per Country	Mozambique	Per Annexure 8 attached	
9	Per Country	Namibia	Per Annexure 9 attached	
10	Per Country	Seychelles	Per Annexure 10 attached	
11	Per Country	South Africa	Per Annexure 11 attached	
12	Per Country	Swaziland	Per Annexure 12 attached	
13	Per Country	Tanzania	Per Annexure 13 attached	
14	Per Country	Zambia	Per Annexure 14 attached	
15	Per Country	Zimbabwe	Per Annexure 15 attached	
		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
Completion of report				

#### 14. PREFERENCE POINTS CLAIMED (SBD 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 Broad-Based Black Economic Empowerment (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	B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points
	90/10		90/10
1	10	6	3
2	9	7	2
3	8	8	1
4	5	0	0
5	4		

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

Level	=	90:10
	=	

(Points claimed substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by South African National Accreditation System (SANAS) or a Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Capital Cost Allowance (CCA)).

I/we, the undersigned, who is/are duly authorised 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; and
- 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

## 15. SUB-CONTRACTING (SBD 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 Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

## 16. Conditions of Contract

- a) NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT OF SOUTH AFRICA  
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](http://www.nrf.ac.za)) Click on “Bids” and select “Call for Bids”).
- b) CLAUSES IN THIS BID INVITATION CONDITIONS OF CONTRACT  
All clauses stipulated in this Bid invitation form part of the 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 AWARDED The NRF  
has the right to withdraw and cancel the Bid.

e) LATE BIDS

Bids submitted after the stipulated closing date (and time) will not be 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) PRESENTATIONS AND 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.

## 17. 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 or Passport 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?<br>If Yes, did you attach proof of such authority to the Bid document?<br>If No, furnish reasons for non-submission of such proof as an attached schedule<br>(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 | Yes | No |
|--|-----|----|

in the previous twelve months? If so, furnish particulars as an attached schedule:		
<ul style="list-style-type: none"> <li>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.</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No

**18. DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)**

<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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:</li> </ul>	Yes	No
<p>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.</p>		

**19. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

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

Bid, on behalf of the Bidder;		
<input type="checkbox"/> 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
<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"> <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>		
<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<sup>3</sup> 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"> <li>a) Prices;</li> <li>b) Geographical area where product or service will be rendered (market allocation);</li> <li>c) Methods, factors or formulas used to calculate prices;</li> <li>d) The intention or decision to submit or not to submit, a Bid;</li> <li>e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or</li> <li>f) Bidding with the intention not to win the Bid.</li> </ul>		
<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 of the contract.</p>		
<p>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</p>		
<p><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.</p>		

## 20. CONTRACT FORM - (SBD7)

### 20.1. WRITTEN OFFER (To Be Filled In By the Bidder)

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);
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.

<b>NAME (PRINT)</b> <b>CAPACITY</b> <b>SIGNATURE</b> <b>NAME OF FIRM</b> <b>DATE</b>	

<b>WITNESSES</b>	
1	_____
2	_____
Date	_____

**20.2.  
ACCEPTANCE  
OF WRITTEN  
OFFER**

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