



# National Research Foundation

## INVITATION TO BID (SBD 1) ON PROCUREMENT REQUIREMENTS

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

<b>BID NUMBER:</b>	NRFNZG/008-2016/17	<b>CLOSING DATE:</b>	26 July 2016	<b>CLOSING TIME</b>	11:00
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### SHORT DESCRIPTION

**SUPPLY AND COMMISSIONING OF AN E-TICKETING SOLUTION FOR ADMISSIONS, PARKING, CABLEWAY AND ANCILLARY SERVICES FOR A PERIOD OF FIVE (5 ) YEARS OR SIXTY (60) MONTHS**

Contractors are required to sign the signature page of the SBD1 validating all documents included in the response to this invitation.

Contractors and the NRF must sign the **written contract (SBD7)** either the contract offer and acceptance form or the complex contract form once the delegated authority has approved the award of such contract to a contractor.

Preferential Procurement System applicable (Price points: Preference Points): **90:10**

<b>Compulsory Briefing Session/ Site Visit</b>	Date and Time:	11 July 2016 at 10:00
	Location:	National Zoological Gardens of SA, 232 Boom Street, Pretoria

Validity period from date of closure: 150 days

<b>SUBMISSION OF PROPOSALS EITHER PHYSICALLY OR BY COURIER</b>	<b>ENVELOPE ADDRESSING:</b>
<b>NATIONAL ZOOLOGICAL GARDENS OF SA 232 BOOM STREET PRETORIA 0001</b>	<b>Bid Number and Name, Postal Address, Contact Name, Telephone Number and email address on the envelope</b>

Contractors are required to deliver Bids to the correct address timeously. **LATE BIDS ARE DISQUALIFIED** and return to contractors.

Contractors submit their bid response on the official forms in this invitation (not to be re-typed) with additional information supplied on attached supporting schedules **as set out in the Returnable**

**Document Section.**

**RETURNABLE DOCUMENT LIST**

**(Service providers are notified that without these documents, the Evaluation Committee is unfairly restricted in its evaluation and thus incomplete Returnable Documents is a MANDATORY DISQUALIFICATION)**

	Check
Signed and completed Procurement Invitation	
Proof that service provider has been operating in the online ticketing for at least two years - Two letters from current, contactable references	
Proof that supplier have a valid payment card industry (PCI) certification - Certified copy of a valid PCI certificate	
Implementation Plan - A detailed plan indicating how the project will be executed including the integration with the ERP	
Fraud Prevention Plan - Detailed plan on how the service provider prevents fraudulent practices as well as ensuring the NZG receives all revenue due	

This Bid document includes the National Treasury's General Conditions of Contract and Specific Conditions to this procurement and is subject to the Preferential Procurement Policy Framework Act and its 2011 Regulations.

**ANY BIDDING PROCEDURE ENQUIRIES DIRECTED TO:**

Contact Person:	Ms. Monica Thapeli	
	Tel:	012 339 2700
	Email:	<a href="mailto:Monica@nzg.ac.za">Monica@nzg.ac.za</a>

**ANY TECHNICAL ENQUIRIES DIRECTED TO:**

Contact Person:	Mr. Craig Allenby	
	Tel:	012 339 2700
	Email:	<a href="mailto:Craig@nzg.ac.za">Craig@nzg.ac.za</a>

**RESPONDENT CONTRACTOR DETAILS**

NAME OF CONTRACTOR:	
CSD NUMBER:	
CSD UNIQUE NUMBER:	
REPRESENTED BY:	

POSTAL ADDRESS:			
PHYSICAL ADDRESS:			
TELEPHONE NUMBER		CELL NUMBER	
EMAIL ADDRESS		FAX NUMBER	
VAT REGISTRATION NUMBER			
COMPANY NUMBER	REGISTRATION		
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:			
TYPE OF COMPANY/FIRM [Tick applicable box]			
Partnership/Joint Venture/Consortium		One person business/sole proprietor	
Close Corporation		Public Company (Limited)	
Private Company (Pty) Limited		Other	
COMPANY CLASSIFICATION [Tick applicable box]			
Manufacturer		Supplier	
Professional Services		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, by whom was the B-BBEE certificate issued? [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

## **1. Background to the National Research Foundation and its Business Units**

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. The NRF supports and promotes 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 NRF is a Schedule 3A entity in terms of the Public Finance and Management Act of 1999 (Act 1 of 1999 as amended by Act 29 of 2000).

The National Zoological Gardens (NZG) of South Africa’s animal collection consists of captive as well as managed free-range animals. The captive animals are fed by the NZG using scientifically formulated diets and the free-ranging animals have food supplemented when necessary.

The (NZG) consist of two business units, Mokopane Biodiversity Conservation Centre, located on the northern outskirts of Mokopane, Limpopo with and National Zoological Gardens of SA in Pretoria (Pretoria Zoo).

## **2. SCOPE/SUMMARY OF SUPPLY**

The NZG intends to implement a state-of-the-art e-ticketing solution which allows the sale of tickets both online and at Point-of-Sale counters for Zoo access and the Zoo Cableway using a web-based ICT solution.

This Request for Proposals covers the supply of materials and equipment, delivery, installation, testing, commissioning, certification, documentation, hosting and maintenance during and after the period of warranty of the e-ticketing system and services described in this specification.

Proposals submitted must ensure that they are inclusive of all materials, equipment, labour, consumables and services necessary for the complete delivery and efficient operation of the systems in accordance with the intent of the functional specification.

The scope of the work includes, but is not restricted to the following:

- A turnkey e-ticketing solution with web booking and payment functionality
- Providing and installing Point-of-Sale solutions for fixed ticket sales kiosks
- Providing and installing physical access control equipment linked to ticket scanning devices that validate the tickets purchased
- Providing mobile Point-of Sale devices for use over peak times
- Providing access control and ticketing
- Providing consumables for the ticket sales kiosk
- Hosting and maintaining the system on an on-going basis

The Solution will be implemented for a period of five (5) years. During this period it will be expected of the Vendor to maintain the products and ensure that all Solution enhancements are effectively implemented and that the Solution is maintained appropriately for the duration of the contract.

### 3. CONTEXT IN WHICH THE REQUIRED PROCUREMENT IS NEEDED/UTILISED

Currently the NZG is selling tickets on site at the ticket sales kiosks at the main entrance and cable car of the NZG. The sales points are physically removed from the ticket checking points and the systems are not integrated. Information presented here cannot therefore be warranted, but is based on the best possible representation of information with the systems in place. The NZG currently has approximately 550 000 visitors per annum but is affected by weather as it's an open-air attraction.

- To facilitate and promote the purchase of NZG tickets through a web based e-ticketing solution with online payment facility
- To provide Point of Sale equipment for the NZG ticket counters on the same e-ticketing platform
- To integrate the ticketing system to the physical access control equipment at the NZG
- To implement a new parking system for The NZG
- To improve visitor experience through digital ticket sales and validation of tickets electronically
- To enable the sale of tickets for special events such as courses and night tours
- To improve the management reporting, transparency and accountability of ticket sales at the NZG
- To ensure the future integration capability of The Solution into other product sales and 3rd party equipment

The current Tariffs are:

#### **Standard Rates**

Adult	R 95.00	Child (2 - 15 years)	R 60.00	Educational Groups	R 38.00 Mon - Wed R 55.00 Thurs - Fri
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#### **Night Tours**

Adult	R110.00	Child (2 - 15 years)	R 95.00	Educational Groups	R 70.00
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#### **The Cableway (Single)**

Adult	R 20.00	Child (2 - 15 years)	R 15.00	Educational Groups	R 15.00
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#### **The Cableway (Return)**

Adult	R 30.00	Child (2 - 15 years)	R 20.00	Educational Groups	R 15.00
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The number of visitors per category in the 2015 / 2016 annual period is shown below:

	Adult	Children	Educator	Learners	Special	Total
April	21 218	11 815	675	7 806	628	42 142
May	16 759	8 240	1 735	20 764	1 275	48 773
June	10 020	5 158	1 208	11 259	450	28 095
July	13 994	9 782	88	1 169	711	25 744
August	18 880	9 038	1 747	20 576	1 172	51 413
September	22 700	12 069	3 380	39 573	430	78 152
October	21 334	12 841	1 675	18 043	596	54 489

November	13 578	6 698	416	5 083	3 004	28 779
December	42 527	25 622	92	798	1 225	70 264
January	16 743	8 334	0	31	852	25 960
February	9 830	4 177	29	489	2 119	16 644
March	19 624	10 295	691	10 163	331	41 104
	227 207	124 069	11 736	135 754	12 793	511 559

In addition The NZG earns an additional R1 400 000 per annum from parking sales and R3 000 000 per annum from cableway sales.

#### 4. SELECTION AND AWARDING OF CONTRACT

This Bid will be evaluated through a two-stage process.

##### 4.1. Stage 1 Administration (Document completeness and compliance)

- Contracts are awarded where Bidders have supplied the relevant administrative documentation, especially the signed Standard Bidding Documents and are register on the Central Supplier Database
- The Bidders' Bid response/submission is evaluated against the Bid invitation specifications and evaluation is made in accordance to published evaluation criteria and the scoring set.

##### 4.1.1. Mandatory Requirements

The following mandatory requirements must be addressed in the proposal. In order to progress to the technical evaluation bidders must pass both criteria.

	Mandatory Requirements		
Attendance of the compulsory briefing session	Go	No Go	Signed Attendance register and attendance receipt submitted
The service provider has been operating in the online ticketing industry for at least two years	Go	No Go	Two letters from current, contactable references
Supplier must have a valid payment card industry (PCI) certification	Go	No Go	Certified copy of a valid PCI certificate
Implementation Plan	Go	No Go	A detailed plan indicating how the

			project will be executed including the integration with the ERP
<b>Fraud Prevention Plan</b>	<b>Go</b>	<b>No Go</b>	Detailed plan on how the service provider prevents fraudulent practices as well as ensuring the NZG receives all revenue due

#### 4.1.2. Technical Evaluation

The following table will be utilised to evaluate the proposals received. Proposals should be number according to relevant paragraph in listed in the Annexure 1. In order to progress to the pricing evaluation bidders must have passed the mandatory requirements and met all evaluation criteria listed as required below.

#### Functionality Check List

Spec Ref	Description	Status	Compliant Yes / No	Vendor Comment
<b>5.1.1.2</b>	<b>Web Based Ticket Sales</b>			
	· URL link for client website	Required	Yes / No	
	· Customer information recorded	Required	Yes / No	
	· Print at Home ticket functionality	Required	Yes / No	
	· Ticket delivery by email	Required	Yes / No	
	· Multiple visitors on single ticket	Required	Yes / No	
	· Barcode functionality	Required	Yes / No	
	· Credit card payment	Required	Yes / No	
	· Other payment channels	Preferred	Yes / No	
	· Print in Store through designated partners	Preferred	Yes / No	
<b>5.1.1.3</b>	<b>Fixed Point of Sale</b>			
	· Provide 5 Fixed Point of Sale Devices (complete solution)	Required	Yes/No	
	· Customer information recorded	Required	Yes/No	
<b>5.1.1.4</b>	<b>Mobile Point of Sale</b>			
	· Provide 5 Mobile Point of Sale Devices	Required	Yes/No	
	· At least 8 hours battery life per device	Required	Yes/No	
	· Customer information recorded	Required	Yes/No	
	· Transactions uploaded to main database	Required	Yes/No	
	· End of Shift report available	Required	Yes/No	

	· End of Shift report sequentially numbered	Required	Yes/No	
<b>5.1.1.5</b>	<b>Discounted, Free and VIP Entries</b>			
	· Meets the requirements for educational groups	Required	Yes/No	
	· Provide hardware solution for GRC and VIP passes (two agents' stations)	Required	Yes/No	
	· Meets the requirements for VIP visitors	Required	Yes/No	
<b>5.1.1.6</b>	<b>Season Tickets</b>			
	· Meets the requirements for Season Tickets	Required	Yes/No	
<b>5.1.1.7</b>	<b>Special Events and Holiday Courses</b>			
	· Meets the requirements for Special Events and Holiday Courses	Required	Yes/No	
<b>5.1.1.8</b>	<b>Night Tours</b>			
	· Meets the requirements for Night Tours	Required	Yes/No	
<b>5.1.1.9</b>	<b>Pass Outs</b>			
	· Meets the requirements for Pass Outs	Required	Yes/No	
<b>5.1.1.10</b>	<b>Access Control</b>			
	· Main Entrance - 4 x Turnstiles and 1 mobility gate	Required	Yes/No	
	· Main Exit - 3 x Bi-directional Turnstiles	Required	Yes/No	
	· Cableway Entry - 1 x Turnstiles and 1 x mobility gate	Required	Yes/No	
	· Cableway Exit - 1 x Turnstiles and 1 x mobility gate	Required	Yes/No	
	· All necessary ticket readers	Required	Yes/No	
<b>5.1.1.11</b>	<b>Parking Integration</b>			
	· Entry and Exit Barriers for Parking A and Parking B	Required	Yes/No	
	· Parking Ticket sales enabled on web sales, Fixed Point of Sales and Mobile Point of Sales	Required	Yes/No	
	· Necessary ticket scanners	Required	Yes/No	
	· Vehicle entry and exit counts available on The Solution	Required	Yes/No	
	· Ticket retained on exit	Preferred	Yes/No	
<b>5.1.1.12</b>	<b>Services</b>			
	Meets the requirements for services	Required	Yes/No	
<b>5.1.1.15</b>	<b>Exit Control</b>			
	· Capability to include ticket exit readers and include exit information on transaction database and reports	Preferred	Yes/No	
<b>5.1.1.16</b>	<b>Help Desk</b>			
	· Call centre support 08h00 - 17h00 daily	Required	Yes/No	
	· Email support	Required	Yes/No	
<b>5.1.1.17</b>	<b>Management Information and Reporting</b>			
	· Password driven access level	Required	Yes/No	
	· Minimum Reports required	Required	Yes/No	
	· Exportable report format	Required	Yes/No	
	· Integration into The Zoo ERP system	Preferred	Yes/No	
<b>5.1.1.18</b>	<b>Legal Compliance and Confidentiality</b>			
	PCI compliance	Required	Yes/No	
<b>5.1.1.13</b>	<b>Fraud Prevention and Revenue Control</b>			
	Acceptable fraud prevention plan submitted	Required	Yes / No	



	Acceptable revenue controls submitted	Required	Yes / No	
<b>51.1.14</b>	<b>Implementation and Testing</b>			
	Meets the requirements for implementation and testing	Required	Yes/No	
	Site visited and supports implementation	Preferred	Yes/No	Supplier to recommend sites

#### 4.2. Stage 2 – Awarding of the Contract

Bidders are compared on a fair and equal basis taking into account all aspects of the proposals. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 90/10 point system will be applied in evaluating proposals, where price constitutes 90 points and a maximum of 10 points will be awarded based on the bidder's B-BBEE status level certificate.

### 5. SPECIFICATION OF SUPPLIES AND SERVICES BEING PROCURED

The contracted service providers will do the following:

#### 5.1. Specifications of Supplies Required

- "The NZG" refers to The National Zoological Gardens of SA located at 232 Boom Street, Pretoria
- "RFP" refers to this Request for Proposals, including any amendments thereof or supplements thereto.
- "Vendor" or "Vendors" - refers to the interested persons and/or firm(s) that submit a Proposal
- "The Solution" means the turn-key equipment, software and services required to provide the e-ticketing as described in this document.

The NZG intends to implement a state-of-the-art e-ticketing solution which allows the sale of tickets both online and at Point-of-Sale counters for NZG access and the NZG Cableway using a web-based ICT solution.

This Request for Proposals covers the supply of materials and equipment, delivery, installation, testing, commissioning, certification, documentation, hosting and maintenance during and after the period of warranty of the e-ticketing system and services described in this specification.

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The scope of the work includes, but is not restricted to the following:

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- Providing mobile Point-of Sale devices for use over peak times

- Providing access control and ticketing
- Providing consumables for the ticket sales kiosk
- Hosting and maintaining the system on an on-going basis

The Solution will be implemented for a period of five (5) years. During this period it will be expected of the Vendor to maintain the products and ensure that all Solution enhancements are effectively implemented and that the Solution is maintained appropriately for the duration of the contract.

### **5.1.1. Revenues and Visitor Numbers**

Currently The NZG is selling tickets on site at the ticket sales kiosks at The NZG. The sales points are physically removed from the ticket checking points and the systems are not integrated. Information presented here (section 3) cannot therefore be warranted, but is based on the best possible representation of information with the systems in place.

#### **5.1.1.1. Functional Requirements - E-ticketing System**

The proposed e-ticketing system must allow both online ticket sales and sales through fixed and mobile Point of Sale devices so as to account and maintain end-to-end records of every tickets sale and visitor movement for The NZG. The key functionalities of the e-ticketing system include:

##### **5.1.1.2. Web Based Ticket Sales**

- The Vendor must provide The NZG with a URL link to incorporate in their website to direct customers to the ticket sales site
- The ticket sales site must be well designed and easy to use on both a desktop and a mobile device
- The Solution must allow that for every web based ticket sale the system has record of the purchasers name, email address, telephone contact number captured prior to the issue of a ticket
- Tickets will be sold for a particular day of use and may be used at any time on that day
- The Solution must provide for the delivery of tickets purchased on line through multiple means which must include print at home tickets and delivery of tickets by email
- Customers must be able to purchase tickets for NZG Access, The Cableway and Parking through the Vendor
- The Solution must cater for multiple visitor numbers on a single ticket (for example 2 adults and 2 children)
- Every ticket must have a unique authentication feature such as a barcode as well as an clear annotation of the type of ticket purchased and number of visitors
- Customers must be able to make payment through a minimum of credit card, but multiple channels would be preferred
- Customers purchasing tickets on line must be offered the selection to receive news and special offers from The NZG

##### **5.1.1.3. Fixed Point of Sale Ticket Sales**

- The Vendor must include fixed Point-of-Sale equipment for 5 ticket kiosks at the NZG, being 4 kiosks at the public entrance and 1 kiosk at the Cableway

- The equipment installation must include necessary hardware, the operator touch screen, keyboard, customer display, ticket printer, bar code scanner and any other equipment or devices required to deliver the Solution of The Vendor
- A second customer display is required at the Cableway as the same Point of Sale will be vending tickets at two customer service desks
- The Fixed Point-of-Sale must have the function (which may be enabled or disabled) to capture the details of the customer (name, email and cell number)
- The Fixed Point-of-Sale must generate a ticket with a unique authentication feature such as a barcode as well as an clear annotation of the type of ticket purchased and number of visitors
- The Solution must cater for multiple visitor numbers on a single ticket (for example 2 adults and 2 children)
- Customers must be able to make payment through a minimum of cash, debit and credit card, but multiple channels would be preferred
- All Fixed Point-of-Sale devices must be interchangeable and able to sell access tickets, cableway tickets and parking tickets

#### **5.1.1.4. Mobile Point of Sale Ticket Sales**

- It is the intention of The NZG to make use of Mobile Point-of-Sale devices only on peak days (usually 5-10 days per year)
- These devices will be deployed at Pop-Up entry points that handle overflow people access or used in the access queues for the Fixed Point-of-Sale ticket sales in order to speed up transaction times.
- It is envisaged that The NZG will require 5 Mobile Point-of-Sale devices
- The devices must be rugged and mains chargeable and have at least an 8 hour battery life on full charge (per device)
- The devices must be able to issue access and parking ticket types
- The mobile Point-of-Sale must generate a ticket with a unique authentication feature such as a barcode as well as an clear annotation of the type of ticket purchased and number of visitors
- The Mobile Point-of-Sale devices must allow for the capturing of the same customer details on the same database as the Fixed Point-of-Sale Devices
- Tickets sold through the mobile Point-of-Sale must be included in the total site ticket database – either on-line or through an end of shift download process
- An end of shift report must be available from each Mobile Point of Sale Device. The end of shift reports must have unique, sequential shift numbers
- The tickets issued by the mobile Point-of-Sale device must interface with the access control point.

#### **5.1.1.5. Discounted, Free and VIP Entries**

- The NZG provides discounted or free access to the following visitors:
  - Educational Groups (discounted rates, day of the week specific)
  - VIP passes (issued to VIPs of the NZG and allows multiple access of the VIP with a group of up to 10 people at no charge)
  - Friends of the NZG (On membership gets 3 free visits to the NZG for 2 adults and 2 children each)
- The NZG has a Guest Relation Centre located within the precinct and it is proposed all discounted or free access is managed through the Guest Relations Centre
- The Guest Relation Centre is manned through all operating hours of The NZG
- It is normal for an educational group to either call the Guest Relations Centre to prearrange or to visit the Guest Relations Centre on arrival.

- The Vendor must fully describe in their proposal how The Solution allows the Guest Relation Centre to authorise either a discount code or discount voucher or booking allocation at a discounted rate for the Educational Group
- It must also be possible for cashiers at the Manual and Mobile Point-of-Sales units to process a transaction as an educational group
- The rule of 1 Educator per 10 students must be applied to the Educational Group type ticket sale
- For each Educational Group type ticket sale the system must have compulsory fields for the school name and contact details
- The vendor must include hardware for two agents' stations at the GRC to allow for the sale of educational group tickets and the capturing of information for the issuing of VIP passes.
- The Vendor must fully describe in their proposal how The Solution allows the issue of Free Vouchers to other free or VIP category
- The VIP user access card must include photo identification and be on a durable plastic media type
- The system must be able to report on the current list of VIP tickets in issue and the usage of each ticket over a user defined period
- These ticket classes must integrate into the access control system.

#### **5.1.1.6. Season Tickets**

- It is the intention of The NZG to sell a Season Ticket access product
- The season ticket access card must include photo identification and be on a durable plastic media type
- The season ticket must allow access for a defined number of guests for a defined period (most likely annually)
- The system must be able to report on the current list of season tickets in issue and the usage of each ticket over a user defined period
- This class of ticket must integrate into the access control system

#### **5.1.1.7. Special Events and Holiday Courses**

- The NZG may from time to time hold special events such as dinners or concerts or educational holiday courses
- The tariff will be unique to the event and set and advised by The NZG from time to time
- Each event or course must be a new ticket type with The Vendor and when advised by The NZG, must be placed for sale on the ticket sales site and on the Point-of-Sale devices
- Tickets for events or courses will have a limit on number of tickets that can be sold and should only allow access on the day of the event

#### **5.1.1.8. Night Tours**

- The NZG will supply The Vendor on a regular basis with information on Night Tours scheduled
- The tariff will be standardised for Night Tours and charged on a per adult and per child basis
- Each Night Tour must be placed for sale on the ticket sales site and on the Point of Sale devices and there will be a maximum of 90 tickets sold for each Night Tour
- Tickets sold should only allow access on the day of the event

#### **5.1.1.9. Pass Outs**

- Should a visitor to The NZG need to leave and re-enter The NZG it will be necessary for the visitor to go to The Guest Relations Centre and request a Pass Out.
- Such a Pass Out should be a ticket issued through the system which allows a single entry for a single person through an access turnstile
- The system must report on all Pass Out tickets created and used over each reporting period

#### **5.1.1.10. Access Control**

- The Vendor will provide access control equipment for the main NZG access point, exit point, the cableway entrance point and the cableway exit point
- Scanning devices must be provided on each device for tickets issued both electronic or printed
- All access points will be manned by The NZG personnel who will physically verify ticket types (adult, children, educator groups)
- Every ticket will be scanned and the successfully scanned ticket must allow the corresponding number of access movements on the associated devices
- The following rules must be applied:
  - Each access ticket is valid for one movement through the entry point and cannot be reused
  - Single fare cableway tickets will provide one single entry OR one single exit at the cableway building
  - Return fare cableway tickets will provide both an entry and an exit at the cableway building
  - No exit scanners are to be provided but the exit turnstiles must provide an online movement count
  - The exit turnstiles are to be bidirectional and must incorporate ticket scanners for the entry movements
- All equipment positions are existing except the 3 x bidirectional turnstiles on the exit (adjacent to the Guest Relations Centre)
- The configuration of access control equipment is as follows:
  - Main entrance - 4 x turnstiles, 1 x mobility gate
  - Main exit - 3 x bidirectional turnstiles (New location)
  - Cableway Entrance- 1 x turnstile, 1 x mobility gate
  - Cableway Exit - 1 x turnstile, 1 x mobility gate
- The vendor will replace all existing turnstiles with similar waist height, tri-arm turnstiles in a powder coated mild steel to match the surrounding environment and suitable for high volume movements
- The vendor will integrate to the existing magnetic locking system on the existing mobility gates
- The vendor will provide all ticket readers

#### **5.1.1.11. Parking Integration**

- Parking tickets must be sold through the web based platform and at the Fixed and Mobile Point of Sale Devices
- The primary parking at The NZG is in Parking Areas A (at the NZG main entrance) and B (across from Boom Street opposite the main entrance)
- The Vendor must provide ticketing and vehicle barrier infrastructure for the Parking Areas
- The solution must comprise as a minimum
  - Parking A vehicle entry and vehicle exit barriers
  - Parking B vehicle entry and vehicle exit barriers
  - Ticket scanners on each vehicle exit

- The vehicle entry barriers must be set to open automatically on the approach of a vehicle
- The vendor must install ticket readers on the exit lanes
- All visitors utilising the parking must purchase a parking ticket prior to leaving The NZG
- The parking ticket must be scanned by the visitor on the exit lane causing the barrier to open
- A solution that allows for the ticket to be swallowed and retained will be preferred
- The solution must provide reporting on the number of entry movements and exit movements for any requested period

#### **5.1.1.12. Services**

- The NZG offers a number of scientific services that it requires upfront payment of before the service is rendered.
- The service provider is to supply a separate URL that will be linked to the Scientific Services webpage for the online payment for the services.
- The functionality required is similar to a shopping basket with a checkout function.
- Information required but not limited to:
  - Services selected
  - Name, Surname, Organisation, Email address, Species name

#### **5.1.1.13. Fraud Prevention and Revenue Control**

- A detailed description of the fraud prevention plan is required
- A detail description of the revenue control mechanism is required i.e. How is the NZG assured of receiving total revenue? Will be subjected to a review by the NZG / NRF's internal audit function.
- The NZG may prescribe that all revenue arising from this agreement be paid into a separate banking account for revenue management purposes.

#### **5.1.1.14. Implementation and Testing**

- The NZG requires a full implementation plan for the project including details on the integration with the ERP system (Currently Great Plains)
- The NZG reserves the right to visit sites where a similar implementation has occurred

#### **5.1.1.15. Future Functionality**

- Exit Control
  - The Solution will initially be installed as described with free flow exit turnstiles from The NZG
  - The Solution must have the capability to install exit ticket readers in the future

#### **5.1.1.16. Help Services**

- The Vendor must provide a help desk service for customers for the minimum hours of 08h00 – 17h00 daily, Monday to Sunday, 365 days a year
- The Vendor must also be able to process email help requests to a designated advertised email address

#### **5.1.1.17. Management Information and Reporting**

- The Solution provided must include access to on-line reporting for nominated agents of The NZG
- Reporting should be available based on access control levels and password driven
- Minimum reports available should be - date selectable (daily and month-to-date):
  - Ticket presales per ticket type and tariff category
  - Revenue per tariff type and category per day
  - Revenue per payment type
  - End of Shift report per sales device per day
- Movements per category per day
- All reports should be exportable as a minimum into CSV file structure and Microsoft Excel
- The Vendor should include their proposed reporting suite in their submission
- Solutions must allow for direct integration into the Clients ERP system (currently Microsoft Dynamics Great Plains), the Vendor must provide for the professional time required to design and implement this integration.

#### **5.1.1.18. Legal Compliance and Confidentiality**

- All systems and equipment supplied need to comply with the latest PCI/DSS and EMV standards and need to be certified with the relevant bodies. As a minimum the supplier needs to provide proof of a current PCI (Payment Card Industry) certification.
- The Vendor must include their Privacy and Confidentiality Policy in their submission

#### **5.1.1.19. Settlement of Revenues**

- All revenue received for access and ticketing are the property of The NZG
- The Vendor will be the Merchant for all revenues paid electronically, either through web based ticket sales or through electronic payment received at The NZG
- Any revenue collected by The Vendor as the merchant on behalf of The NZG must be paid over without set off or deduction within 7 days or as agreed.
- With each payment The Vendor must provide The NZG with a complete reconciliation of revenue received by day and by payment type and the amounts paid over

#### **5.1.1.20. Price**

The NZG requires The Solution required in this specification to be installed, hosted, fully maintained and all consumables to be provided by The Vendor.

#### **5.1.1.21. Information to be Submitted**

The list of Information below must be included in The Vendors submission

- 1.1. A full description of The Solution proposed
- 1.2. Methodology for Educational Group Transactions
- 1.3. Methodology for VIP Visitor Translations
- 1.4. Methodology for Season Tickets
- 1.5. Methodology for Special Events and Holiday Courses
- 1.6. Methodology for Night Tours
- 1.7. Methodology for Pass Outs
- 1.8. Technical specification of all Access Control and Parking Infrastructure
- 1.9. Methodology for Services

- 1.10. Fraud Prevention and Revenue Control
- 1.11. Implementation and Testing Plan
- 1.12. Sample reporting suite
- 1.13. Proof of PCI compliance
- 1.14. Privacy and Confidentiality Statement

It is also expected of the Bidder to attend a compulsory briefing session on 11 July 2016 at 10:00.

## **5.2. Service providers requirements**

The bidder must be registered on the National Treasury's Central Supplier Database. The returnable documents must include but not limited to:

- Invitations to Bid form (SBD1)
- Declaration of interest form (SDB4)
- Preference form (SDB6.1) and B.BBEE Contribution Level Certificate
- A certified copy of a B-BEEE Contribution Level Certificate or an original signed Affidavit
- Declaration of the bidder's past SCM practices (SBD8)
- Certificate of Bid Determination (SBD9)

## **6. CONTRACT MANAGEMENT**

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

The contract is inclusive of potential downstream work as specified in this document where the nature and quantity of supplies are not determinable at the commencement of this contract and variable delivered quantity where the exact supplies are specified at the commencement of this contract except for quantities and date of delivery.

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.

Variable delivered supply follows the process of issuing a detailed official Purchase Order specifying the exact description including catalogue numbers and unit pricing as in this contract as well as the quantity, date of the required delivery and location of the delivery. Variable delivered supply generates a stream of "call off" instructions as and when the NRF requires these from the contracted supplies.

## **7. CONTRACT PERIOD**

The contract will commence with immediate effect upon the signing of the Acceptance of Written Offer and will be for a period of 60 months.

The NRF reserves its discretion and right to extend the agreement with a period that will not exceed a



further period of 5 years, any subsequent extensions may not be more onerous than the existing agreement and subject to the same performance standards.

## 8. SUPPLY DELIVERY VALIDATION

The certificate and the related report of delivery/installation/progress milestone/commissioning will be validated by a NRF representative prior to payment of final invoices.

## 9. PAYMENT INTERVALS

The NRF undertakes to pay **delivery validated** invoices in full within thirty (30) days from the invoice date or upon agreed payment intervals as accepted in this contract.

No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment. The NRF does not accept predating of invoices.

## 10. INSURANCE

The Service Provider undertakes that it has, and shall maintain for the duration of this Agreement, adequate insurance to cover its potential liability to the NRF and other third Parties under this Agreement.

The NRF shall have the right to examine the insurance cover maintained by the Service Provider at any time during the period of this Agreement.

## 11. ASSETS

All assets acquired and paid for by the NRF in executing this agreements will become the property of the NRF upon completion of this agreement.

## 12. PRICING SCHEDULE FOR THE DURATION OF THE CONTRACT

**(Standard Bidding Document 3.1)**

**NOTE** Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes. No changes or extensions or additional ad hoc costs are accepted once the contract has been awarded.

Detailed information is optional and is 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 THE CLOSING DATE OF BID

**BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)**

**12.1 NOTES**

12.1.1 The recovery of costs for the proposed solution will be financed through a percentage recovered from the ticket sales.

12.1.2 Section 4 of Annexure 1 must be used for the purpose of determining the cost recovery model.

12.1.3 Bidders are required to indicate the proposed cost recovery model for both online and onsite ticket sales.

12.1.4 Bidders are required to disclose the total capital cost of their proposed solution

12.1.5 The bids will be evaluated in terms of the capital outlay by the bidder as well as their proposed cost recovery model

12.1.6 The numbers indicated in Section 4 of Annexure 1 are merely for bidding purposes but are a fair reflection of the NZG's visitors numbers

12.1.7 The NZG will not guarantee any visitor numbers

12.1.8 The NZG will annually, at its sole discretion, determine its admission tariffs or fees for services that may be cover by this agreement

12.1.9 The successful bidder will be required to maintain the solution for the duration of the contract and may be required to replace hardware and update software, if needed

**13. PREFERENCE POINTS CLAIM FORM (STANDARD BIDDING DOCUMENT 6.1)**

**13.1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

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

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4

8	1	2
Non-compliant contributor	0	0

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

B-BBEE Status Level of Contribution: . = .....(maximum of 10 or 20 points)

(Points claimed must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

1.1 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-BBE status level of contribution indicated in paragraph 7 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 in paragraph 7, 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 person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’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 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

**11.2. SUB-CONTRACTING**

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

- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract

**14. THE NRF’S 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 made available on the NRF Website ([www.nrf.ac.za](http://www.nrf.ac.za). Click on “Bids” and select “Call for Bids”).

The Conditions of Contract stipulated in this Bid invitation form part of the Conditions of Contract applying to this document.

b) 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.

c) CANCELLATION PRIOR TO AWARDING

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

d) LATE BIDS.

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

e) 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.

f) CONFIDENTIALITY

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

g) VALIDITY PERIOD

The Bid has a validity period of 150 days from date of closure of the Bid.

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 CONCEPT

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

j) INTELLECTUAL PROPERTY PROVIDED IN THE BID INVITATION

All the information contained in this document is intended solely for the purposes of assisting Bidders to prepare their Bids. Any use of the information contained herein for other purpose than those stated in this document is prohibited.

The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF

k) INTELLECTUAL PROPERTY CONTAINED IN THE DELIVERABLES

The ownership of any Intellectual Property owned by either Party prior to the commencement of this Agreement (“Background Intellectual Property”) shall be and remain vested with that Party.

Any Intellectual Property emanating from the Project (“Foreground Intellectual Property”) shall be managed by the Recipient in accordance with the Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 (Act No. 51 of 2008).

## 15. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 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 Yes  No

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)

Did you or your spouse or any of the company's directors/ Yes  No

trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months? If so, furnish particulars as an attached schedule:

Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? 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 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

**16. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (STANDARD BIDDING DOCUMENT 8)**

Item	Question	Yes	No
	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 <input type="checkbox"/>	No <input type="checkbox"/>
	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.		
	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 <input type="checkbox"/>	No <input type="checkbox"/>
	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 <input type="checkbox"/>	No <input type="checkbox"/>

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	<input type="checkbox"/>	No	<input type="checkbox"/>
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**17. CERTIFICATE OF INDEPENDENT BID DETERMINATION (STANDARD BIDDING DOCUMENT 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;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

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 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.

## 18. BID SUBMISSION CERTIFICATE FORM - (SBD 1)

I hereby undertake to supply all or any of the goods, works and services described in this procurement invitation to the **NATIONAL RESEARCH FOUNDATION** in accordance with the requirements and specifications stipulated in this Procurement Invitation document at the price/s quoted.

My offer remains binding upon me and open for acceptance by the **NATIONAL RESEARCH FOUNDATION** during the validity period indicated and calculated from the closing time of Procurement Invitation.

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

Invitation to Bid (SBD1)	Technical Specification(s) set out in this Procurement Invitation inclusive of any annexures attached
Contractor's responses to technical specifications, capability requirements and capacity as attached to this document	
Pricing Schedule(s) (SBD3) including detailed schedules attached	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) and the BBEE certificate	
Declaration of Interest (SBD4);	Declaration of Contractor'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 offer / bid in response to this  
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Procurement Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Procurement Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me in terms of this Procurement Invitation as the principal liable for the due fulfillment of the subsequent contract if awarded to me.

I declare that I have had no participation in any collusive practices with any Contractor 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 offer/ bid response.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____