



National Research Foundation

INVITATION TO BID (SBD 1) ON PROCUREMENT REQUIREMENTS

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

BID NUMBER:	NRFNZG/006-2016/17	CLOSING DATE:	22 July 2016	CLOSING TIME	11:00
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SHORT DESCRIPTION

SUPPLY AND DELIVERY OF IMPULSE-BUY AND TAKE-HOME- ICE-CREAMS AS LISTED BELOW FOR A PERIOD OF THREE (3) YEARS OR 36 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**

Compulsory Briefing Session/ Site Visit	Date and Time:	No Site Visit Required
	Location:	National Zoological Gardens of SA, 232 Boom Street, Pretoria

Validity period from date of closure: 150 days

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

(Contractors 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	
A letter or sample of agreement issued stating that the required number of fridges and freezers will be supplied.	
A maintenance schedule indicating the frequency of service along with a fault reporting mechanism.	
Letters from three (3) contactable references from current clients of the bidder where they rate the following five (5) aspects of the bidder: <ul style="list-style-type: none">1. Professionalism2. Quality of service3. Satisfaction with the quality of work4. Overall Impression (i.e. would use again)	

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 2746
	Email:	Monica@nzg.ac.za

ANY TECHNICAL ENQUIRIES DIRECTED TO:

Contact Person:	Mr. Craig Allenby	
	Tel:	012 339 2700
	Email:	craig@nzg.ac.za

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 scope of work is to supply, deliver and offload impulse-buy and take-home ice-creams as detailed in this document.

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

The National Zoological Gardens (NZG) of South Africa is one of the largest paid tourist attractions in the City of Tshwane and annually receives almost 600 000 visitors. A key expectation of tourists is that an attraction will offer various food and beverage operations for their convenience. The operations need to be well run and offer good quality and affordable food and beverage offerings. The NZG operates a number of restaurants, banqueting halls as well as a number of kiosk. Impulse-buy ice-creams (stick ice-creams) are part of the list of refreshments sold at the NZG. The take-home ice-creams (tub ice-creams) are utilised by the banqueting divisions for part of the standard menus offered to conferencing and function clients. The products that are being procured through this process will be resold to the NZG's clients.

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. Due Diligence of Supply Capacity and Capability (Technical Merit)

Contactable References (Track Record)

The bidder is required to provide three (3) written contactable references from present clients in whom the client declare the following regarding the bidder:

Criteria	Below Expectations	Meets Expectations	Above Expectations
Professionalism in the discharging of the functions / tasks			
Quality of service provision			
Satisfaction with work quality			
Overall Impression (i.e. would use again)			

4.1.2. Mandatory Requirements

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

Criteria	Response		Response Required
1. Supplying of Fridges and / or Freezers	Go	No Go	A letter or sample agreement issued stating that the required number of fridges and freezers will be supplied.
2. On-going maintenance of Fridges and / or Freezers	Go	No Go	A maintenance schedule indicating the frequency of service along with a fault reporting mechanism.

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

5.1.1. The service provider will be responsible for the provision, delivery and offloading of impulse-buy and take-home ice-creams as listed below.

Product Description	Packaging	Quantities Required
Ola Choc Pie or equivalent	30	200
Ola Cornetto Chocolate Hugs or equivalent	24	200
Ola Cornetto Strawberry Kisses or equivalent	24	200
Ola Cornetto Vanilla Classic or equivalent	24	220
Ola Fruttare – Mango or equivalent	30	150
Ola Magnum Almond or equivalent	20	250
Ola Magnum Classic or equivalent	20	250
Ola Magnum Death by Chocolate or equivalent	20	250
Ola Magnum Mint or equivalent	20	200
Ola Magnum White Almond or equivalent	20	250
Ola Paddle Pop – Chocolate or equivalent	36	500
Ola Paddle Pop – Orange or equivalent	36	500
Ola Paddle Pop – Rainbow or equivalent	36	250
Ola Paddle Pop - Strawberry Buzz or equivalent	36	250
Ola Paddle Pop - Tornado Exotic or equivalent	32	300
Ola Paddle Pop - Orange & Mango or equivalent	32	200
Ola Paddle Pop Raspberry & Pineapple or equivalent	32	200
Ola Rich & Creamy Vanilla 2lt or equivalent		300

5.1.2. The service provider will be responsible for the supply and maintenance of freezers as indicated below. The photographs are for reference purposes only. The quantities of freezers required are

listed in this document.

5.1.2.1. Upright display freezer

Quantity required – 4



5.1.2.2. Double sliding-door freezer

Quantity required – 16



5.1.3. The quantities listed above are per year and are indicated for pricing purposes only. Quantities may vary between line items

5.1.4. Discontinued products may be substituted with new products

5.1.5. New products may be introduced on approval

5.1.6. Orders are normally placed on a monthly basis but frequency may increase during peak seasons

5.1.7. Orders must be delivered within twenty four (24) hours of official order issued and received by the successful bidder. Stock may only be delivered between the hours of 08:00 to 15:00, Monday to Friday, unless on prior arrangement.

5.1.8. The successful bidder will be required to provide point-of-sale marketing material for utilisation at the NZG's restaurants and kiosks. Approval must be obtained before installation will be allowed.

5.1.9. The successful bidder will be required to replace all damaged or expired stock. No stock with an expiry date of within 90 days will be accepted.

5.1.10. Faulty fridges / freezers must be repaired or replaced within 48 hours.

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 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 36 months. The NRF may terminate this Agreement without reason and at any time, by giving the supply provider thirty (30) days written notice of such termination.

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 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. 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)

	Column A	Column B	Column C	Column D
Product Description	Packaging	Quantities Required	Unit price per packaging	Total
Ola Choc Pie or equivalent	30	200		
Ola Cornetto Chocolate Hugs or equivalent	24	200		
Ola Cornetto Strawberry Kisses or equivalent	24	200		
Ola Cornetto Vanilla Classic or equivalent	24	220		
Ola Fruttare – Mango or equivalent	30	150		
Ola Magnum Almond or equivalent	20	250		
Ola Magnum Classic or equivalent	20	250		
Ola Magnum Death by Chocolate or equivalent	20	250		
Ola Magnum Mint or equivalent	20	200		
Ola Magnum White Almond or equivalent	20	250		
Ola Paddle Pop – Chocolate or equivalent	36	500		
Ola Paddle Pop – Orange or equivalent	36	500		
Ola Paddle Pop – Rainbow or equivalent	36	250		
Ola Paddle Pop - Strawberry Buzz or	36	250		

equivalent				
Ola Paddle Pop - Tornado Exotic or equivalent	32	300		
Ola Paddle Pop - Orange & Mango or equivalent	32	200		
Ola Paddle Pop Raspberry & Pineapple or equivalent	32	200		
Ola Rich & Creamy Vanilla 2lt or equivalent		300		

Column A = The number of units in the manufacturer's packaging

Column B = Total number of boxes required

Column C = Cost per box

Column D = Column B X Column C

NOTES:

1. Prices must include VAT
2. Escalations for year two and three will be based on manufacturer's announced increases. An official letter from the manufacturer will be required and will be verified.

11. PREFERENCE POINTS CLAIM FORM (STANDARD BIDDING DOCUMENT 6.1)

11.1. 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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

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.

12. 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. 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 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.

13. DECLARATION OF INTEREST (STANDARD BIDDING DOCUMENT 4)

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

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

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

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder², 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/trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months? If so, furnish particulars as an attached schedule: Yes No

Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? If so, furnish particulars as an attached schedule. Yes No

Are you, or any person connected with the Bidder, aware of Yes No

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:

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

14. 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 (www.treasury.gov.za) 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"/>

15. 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 consortium³ will not be construed as collusive bidding.

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

a) Prices;

b) Geographical area where product or service will be rendered (market allocation);

c) Methods, factors or formulas used to calculate prices;

d) The intention or decision to submit or not to submit, a Bid;

e) The submission of a Bid which does not meet the specifications and conditions of the Bid;
or

f) Bidding with the intention not to win the Bid.

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

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

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

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

16. 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 BBBEE 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 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 state including the NRF may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

WITNESSES	
1	_____
2	_____
Date	_____

17. PART 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 is communicated through either a written Letter of Award or, dependent on the complexity, a written purchase order and such proof of authority is available upon request.