INVITATION TO BID (SBD 1)

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

| BID NUMBER: | NRF/SAASTA – 12/2015-2016 | CLOSING DATE: | 11 March 2016 | CLOSING TIME | 11:00 am |

BID DESCRIPTION

Appointment of service providers to offer a series of activities during the National Science Week of 2016 through funding by SAASTA

Bidders are required to fill in and sign the written offer form (SBD7 Contract Form – Part 1) at end of this Invitation.

Technical and adhering to (points for price: points for procurement preference)

<table>
<thead>
<tr>
<th>Briefing Session</th>
<th>Not Compulsory but strongly recommended for new bidders</th>
<th>Date and Time:</th>
<th>17 February 2016 - 10:00-13:30</th>
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<td>Please confirm attendance by 12 February 2016 to Lotty Mathabatha, <a href="mailto:lotty@saasta.ac.za">lotty@saasta.ac.za</a> or Bafedile Kgwadi, <a href="mailto:Bafedile@saasta.ac.za">Bafedile@saasta.ac.za</a></td>
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<td>Please bring a copy of this document with you to the meeting.</td>
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<td>Location:</td>
<td>NRF/ SAASTA Didacta Building, 211 Nana Sita Street, Pretoria, 0001</td>
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EITHER PHYSICALLY OR BY COURIER

TENDER BOX: SAASTA, Didacta Building, 211 NANA SITA STREET, PRETORIA, 0001

ENVELOPE ADDRESSING:

Bid Number and Name, Postal Address, Contact Name, Telephone Number and email address on the envelope

(See page 2 for list of returnable documents)

Bidders are required to deliver Bids to the correct address timeously. If the Bid is delivered late it will not be considered.

All Bids must be submitted on the official forms in this invitation (not to be re-typed) with additional information supplied on attached supporting schedules.
This Bid is subject to the preferential procurement policy framework act and its 2011 regulations, the general conditions of contract (SAASTA/NRF website) and special conditions of contract as stipulated in this invitation.

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE DIRECTED TO:**

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<tr>
<th>Contact Person:</th>
<th>Tshepo Matheane</th>
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<tr>
<td>Tel:</td>
<td>012 392 9300</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:Tshepo@saasta.ac.za">Tshepo@saasta.ac.za</a></td>
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<tr>
<th>Contact Person (s):</th>
<th>Erna Taljaard – Technical or Bafedile Kgwadi – Technical</th>
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<tr>
<td>Tel:</td>
<td>012 392 9300 or 011 551 5947</td>
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<tr>
<td>Email</td>
<td><a href="mailto:etaljaard@saasta.ac.za">etaljaard@saasta.ac.za</a> or <a href="mailto:bafedile@saasta.ac.za">bafedile@saasta.ac.za</a></td>
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**IMPORTANT: Returnable documents**

The eight listed documents below constitute the proposal. All documents must be included in the submission.

The envelope must consist of one original proposal and seven (7) copies of SBD 3.

- SBD 3. - Application and submission of proposal form, which includes the activity evaluation framework as well as the budget template.
- Tax clearance Certificate
  - No proposal will be finalized without a valid original tax clearance certificate
  - Tax clearance certificate must be in the name of the bidder
  - The tax clearance certificate must be valid at the time of submission as well as at the time of the payment of the first tranche of money. Should your tax clearance certificate expire by the time your first tranche is due, you will be expected to submit a new original tax clearance certificate before payment will be made.
- SBD 4 (Your submission will not be considered without the SBD 4, completed and signed)
- SBD 6.1
- SBD 1
- SBD 8 (Your submission will not be considered without the SBD 8, completed and signed)
- SBD 9 (Your submission will not be considered without the SBD 9, completed and signed)
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**Indicate the province/s where the activities will take place: Tick appropriate box(es)**

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<tr>
<th>EASTERN CAPE</th>
<th>KWAZULU NATAL</th>
<th>NORTHERN CAPE</th>
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<td>FREE STATE</td>
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<td>WESTERN CAPE</td>
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### Describe Principal Business Activities


<table>
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<th>Type of Company/Firm [Tick Applicable Box]</th>
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<tr>
<td>Partnership/Joint Venture/Consortium</td>
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<tr>
<td>Close Corporation</td>
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<td>(Pty) Limited</td>
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<th>Company Classification [Tick Applicable Box]</th>
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<tr>
<td>Manufacturer</td>
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<td>Professional Service Provider</td>
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Has an original and valid tax clearance certificate been submitted? [Tick Applicable Box]

**NB: Proposal will not be finalised if a valid original tax clearance certificate has not been submitted.**

**No contract will be awarded without a valid original tax clearance certificate**

Has a Preference Claim form claiming your Preference Points (SBD6.1) been submitted (a B-BBEE status level verification certificate must support preference points claimed) [Tick Applicable Box]

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

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

If Yes, please enclose proof.

A registered auditor □

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

Is your organisation registered on the NRF/SAASTA database? Yes □ No □
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 NRF Act 23 of 1998 and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the national government’s 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 SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF with the mandate to advance public awareness, appreciation and engagement of science, technology, engineering, mathematics and innovation (STEMI) in South Africa.

3. BACKGROUND TO THE NATIONAL SCIENCE WEEK PROJECT

National Science Week (NSW), an initiative of the Department of Science and Technology (DST), is a countrywide celebration of STEMI involving various stakeholders and/or role players conducting STEMI activities during the declared week. NSW takes place simultaneously in multiple sites in all the nine provinces.

SAASTA has been appointed by the DST as the implementing agency and play the role of coordinating and managing activities pertaining to the project.

Each year a different theme is chosen and activities are offered around these themes to the target participants. The NSW is a mass participation initiative within the context of the Science Engagement Strategy and its objectives are the following:

3.1 to popularize science to the broader South African society,
3.2 to serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DST and other government departments in enabling research, development and innovation,
3.3 to make Science Technology Engineering Mathematics and Innovation (STEMI) appealing to learners, such that they consider STEMI as preferable career options, and
3.4 to familiarise targeted participants with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens.

4. THE GOAL OF THE NATIONAL SCIENCE WEEK (NSW)

To contribute to the development of a society that is knowledgeable about science, critically engaged and scientifically literate (that is, the primary goal of the Science Engagement Strategy).

5. PURPOSE OF THIS INVITATION/CALL

The objective is to identify and appoint a number of grant holders to organise and conduct activities during National Science Week which will run from 30 July 2016 to 6 August 2016.

6. THEME FOR 2016

The theme of the NSW 2016 is “Science for sustainable development and improved quality of life”.

7. SPECIFICATIONS AND SCOPE OF WORK

Organisations who qualify to receive grant funding are expected to do the following:

*(refer to Section 23 and 24 for qualifying mandatory requirements and thresholds)*

7.1. Handle the necessary logistical arrangements to create an enabling environment of the celebration of the NSW 2016 to take place in the geographic area(s) in which they will be operating.

7.2. Secure a venue that is accessible, safe and secure by complying with the standard safety and security requirements pertaining to organised industry/manufacturing site visits and Research Facility visits.

7.3. Where transport is required for target participants to ensure their access to organised NSW celebrations, transport arrangements should be handled in conformance with the enabling regulations, including satisfying all the indemnification requirements and road worthiness of the transport used.

7.4. Embark on means and strategies to attract learners, students, general public, media, scientists and other target participants to be part of the organised NSW activities.

7.5. Where necessary depending on the targeted audiences and time that will be spent on the activity/ies provide catering for target participants in the NSW activities.

7.6. Establish a technical programme of science, technology, engineering, mathematics and innovation activities (STEMI) that will be conducted during the NSW 2016. Grant holders are expected to carry out research in order to emerge with creative and innovative approaches and activities to celebrate the NSW. Such STEMI approaches activities should:

7.6.1. Popularise STEMI as attractive, stimulating, exciting and relevant to daily life to the benefit of all sections of the population.

7.6.2. Use STEMI a recreational tool, including but not limited to games, funny science jokes, concerts, communicating STEMI through arts, musical genres and sky viewing.

7.6.3. Create awareness of astronomy, marine sciences, palaeoscience, space science and technology, indigenous knowledge systems, biodiversity, biotechnology, energy.

7.6.4. Create platforms and opportunities for the public to demonstrate the role of social sciences in understanding the impact of STEMI in people’s life.

7.6.5. Stimulate interest in and create awareness in science, technology, engineering and mathematics (STEM) careers, including STEM research careers.

7.6.6. Create platforms and opportunities for the non-scientific community to engage with the scientific community, and engagement within the scientific community. Such engagements could be through physical contact in seminars, workshops, lectures, science cafés, debates etc. and/or virtual using online means and relevant media platforms.

7.6.7. Create space for budding and aspirant scientists within the schooling and university systems to showcase their STEMI projects and communicate them to their peers and the general public

a) Demonstrate the contribution of STEMI to sustainable development and improved quality of life. These will include, but not limited to the protection of the South African biodiversity heritage.

b) The understanding and managing the possible consequences of climate change and environmental degradation.

c) The way in which STEMI enhances the key sectors of the South African economy, namely, manufacturing, retail, financial services, communications, mining, agriculture and tourism.

d) The contribution of STEMI to citizens’ right to education, a clean environment, of access to health care, food water, social security, as well as safety and security.

e) Contribution of STEMI to solving the triple challenges of poverty, unemployment and inequality.

7.6.8. Create awareness of the South African inventions and discoveries that changed the world.
7.7. Budget and calculations thereof should be based on the NRF/SAASTA rates as stipulated in section 10 and 12 of this document.

7.8. DISTRICT COVERAGE
In order to facilitate service delivery, South Africa is demarcated into municipal boundaries, which are service delivery boundaries. In an attempt to achieve an even geographic spread of the NSW activities, proposals should indicate the district municipalities and/or metros under which the area in which the NSW activities will be held. (See attached Annexure A for District Municipalities score allocation)

Districts being covered are rated by geographic position in terms of accessibility and previous coverage. SAASTA has provided a rating on each district which will form part of the evaluation process. (See annexure A attached for District Allocation)

7.9. EDUCATIONAL RESOURCES
Selected/appropriate educational resource materials will be provided by SAASTA which must be distributed during National Science Week 2016.

8. EXPECTED OUTCOMES AND DELIVERABLES

8.1. Grants holders are required to adhere to the following:

8.1.1. Reach as many participants as possible within your set of resources.
8.1.2. Hold activities as per your approved and adopted proposal and subsequent contract.
8.1.3. Ensure accuracy of content delivered during National Science week, i.e. to be true and correct.
8.1.4. Advocate / advertise local activities.
8.1.5. Brand all project implementations and products appropriately (see paragraph 13)
8.1.6. Submit narrative reports, site reports, attendance registers and CD with photos three weeks after the project rollout.
8.1.7. Submit financial reports together with all requested documentation six weeks after the project rollout.

8.2. PROOF OF EVENTS must be issued by submitting the following:
- Grant holders must provide original registers for proof of attendance (templates will be provided).
- Grant holders must provide SAASTA with readership / listenership / viewership numbers on an official media house letterhead. For Facebook, twitter, you tube etc. provide a print screen page with number of hits;
- Grant holders must provide SAASTA with a CD with photos of the event;

9. TARGET PARTICIPANTS
The Five Year Strategy puts emphasis on the general public.

A clear indication of your target participants are required. The possible target participants are:
9.1. General public
9.2. Educators
9.3. Learners (Grade 1 to Grade 12)
9.4. Students in Further Education and Training (FET) and Higher Education Institutions (HEI)
9.5. Politicians or decision-makers
9.6. Government departments involved in scientific and technological activities
9.7. Scientists
9.8. Journalists
10. PROPOSAL QUOTATION TEMPLATE (SDB 3)

10.1. Bidders must submit their proposal on SBD 3. No other template will be accepted.
10.2. Travel costs must be charged up to a maximum of **R3.18 per km** when using a private vehicle. A log sheet / travel claim indicating the detail of the trip must be included.
10.3. If catering is needed, only snacks/refreshments at a maximum rate of **R40 per person per day** is allowed. Grant holders who invite exhibitors and have a project team (not your entire staff) involved in the NSW activities for a full day (8 hours) will be allowed a maximum of **R60 per person per day** for catering purposes is allowed.
10.4. A maximum of up to **R375 per hour** will be allowed for facilitation fee. A timesheet must be completed indicating services rendered and time durations.
10.5. Accommodation must not exceed a maximum of **R1000-00** for bed and breakfast, per person per night.
10.6. Appointed marshals must be paid a maximum of **R250 per day**. Minimum of three hours a day must be worked by a marshal to qualify for the payment.
10.7. A management fee of up to a maximum of **10%** of actual expenses will be allowed. This fee must be calculated by adding up all expenses and calculating 10% of total expenses clearly showing how the 10% management fee was calculated.
10.8. NO PROMOTIONAL ITEMS WILL BE FUNDED (i.e. T-Shirts, caps, pens etc.)

11. BUDGET SUBMISSION REQUIREMENTS

11.1. The price is fully inclusive of all costs; value added tax and other taxes.
11.2. Proposal price in South African currency, foreign exchange risk is for the account of the grant holder.
11.3. A detailed proposal including detailed calculations must be submitted on the prescribed template.
11.4. If professional services are needed to compile reports the amount must come from management fee.

12. AWARD CAP

12.1. As NSW is a national programme and aims to promote as many activities as possible across the nine provinces, only one proposal per organisation will be considered with the maximum award being capped at **R250 000** (VAT inclusive). An organisation is defined as an independent business unit.
12.2. At least 40% of activities proposed must be geared towards the general public.
12.3. Each activity proposed must include the costing of the activity to reach the expected number of people.
12.4. Proposals setting out the costing per activity depending on the intended audience ranging from **R20 000** to **R250 000** (inclusive of the 10% management fee and VAT) are invited.
12.5. The cost per head may not exceed **R100-00**. i.e. Proposal’s budget amount requested divided by total target participants equates to the cost per head.
12.6. Supplementary Proposal and Budget – Optional (Depending on available funds):
   Certain grant holders are able to attract higher volumes of public, but require extra funding. Therefore, you may submit a supplementary budget to request extra funding over and above the **R250 000-00** award cap. The conditions are as follows:
   - Your first proposal only offered activities to the general public. (No learners or educators).
   - Your proposal and budget was approved by the panel.
   - Only public may be incorporated in the supplementary budget activities.
   - Your activities will be held in a district that has been rated a ‘3’ on Annexure A.
   - All the terms and conditions have been met.

**Note:** Please include the supplementary proposal and budget in the same envelope, but clearly indicated as supplementary. It is not guaranteed that the supplementary budget will be awarded even if all the
above criteria are met.

**13. BRANDING**

13.1. All documents/items to be developed for the project, e.g. notes, forms, programmes, etc. must comply with the branding rules as set out in the contract. Refer to the SAASTA website for branding guidelines.

13.2. Branded stickers will be provided for those who are developing resources that need branding.

13.3. The successful applicant agrees, for publicity purposes, to use the DST, SAASTA and NSW logos on all materials (this includes educational material) produced for this project. Logos are available for download from: [www.saasta.ac.za](http://www.saasta.ac.za) – Resources > Logo library. **When using these logos, the DST logo must always be situated at the top, centre of the material, the NSW logo at the bottom in the middle.** The SAASTA logo at the bottom right and your own logo can be used in the bottom left-hand corner. Your logo and the SAASTA logo must be smaller than the NSW logo in order for it to be more visible.

13.4. Submit all documents to SAASTA for approval prior to printing and distribution in order to ensure correct branding.

13.5. Acknowledge DST support in all appropriate corporate materials e.g. Annual Reports, Certificates, Prizes etc.

**14. SPECIAL CONDITIONS REGARDING COMPETITIONS**

14.1. All competitions should provide information to the constituencies that it aims to target on:
- background and intended objectives of the competition;
- what does it aim to achieve and what is the background to the competition;

14.2. The competition T&Cs need to outline clearly what the method of participation would be;
- how does one go about participating in the competition?

14.3. Eligibility;
- who is eligible to participate;
- what are the criteria that would make candidates eligible to participate?

14.4. Registration;
- registration process if any?

14.5. Then a description of the competition process / structure;
- will there be regional / national tournaments;
- knock-out rounds and will these entail any form of travel;

14.6. Outline the structure of the competition so that any potential entrants can understand the full commitment when entering.

14.7. Prizes;
- Provide detail on the actual prizes, in relation to the competition structure
- If and when will a prize will be awarded? At tournament and/or at knockout rounds, etc.

14.8. How and when to enter;

14.9. Judging and evaluation criteria;
- this is very important since it is against these criteria that the participants / entrants will be judged and determines the key points of competition integrity.

14.10. Content;
- Do not infringe on authorship and intellectual property rights;
- need to specify where content, resulting from the competition, will be used.

14.11. Source information;
- reference a website where additional information can be found; if applicable.

14.12. What constitutes acceptance of these T&Cs;
- will it be completing the entry form / registering on the day the competition runs etc.?
14.13. Disclaimers;
- entry / participation will mean that you agree on the terms and conditions
- this may include being published / photographed as part of profiling the winners.

- DST must be recognized as the sponsor for all prizes

15. BRIEFING SESSION
NRF/SAASTA will host a briefing session on 17 February 2016 at 211 Nana Sita Street Didacta Building, for all interested participants. Please confirm your attendance on or before 12 February 2016 to Lotty Mathabatha at lotty@saasta.ac.za or Bafedile Kgwadi at Bafedile@saasta.ac.za. It is not compulsory that you attend the briefing session, but strongly recommended for new bidders. Please note that NRF/SAASTA will not be responsible for any logistical arrangements pertaining to the briefing session. All costs related to attending the briefing session will be for the bidder’s own account.

Kindly bring a copy of the Terms of Reference with you to the meeting as we will be taking you through the document.

16. PERFORMANCE MONITORING NARRATIVE REPORT (SITE REPORT) AND FINANCIAL REPORT

16.1. This report is compulsory and forms part of the deliverables
16.2. A template will be provided once you have been selected. This report is compulsory.
16.3. The grant holder will be expected to deal with any queries from SAASTA within 72 hours.
16.4. All reports, narrative and financial, must adhere to the deadline.
16.5. The financial report must include a full list of expenditures and be accompanied by both proof of expenditure as well as proof of payment for each expense.
16.6. Grant holders must write on the proof of expenditure and proof of payment the line item number corresponding with the list of expenditures stated in the budget
16.7. No other templates will be accepted

17. INVOICE SUBMISSION AND PAYMENT THEREOF

17.1. NRF/SAASTA requires that the Performance Monitoring Narrative Report, Financial report, Attendance registers and CD with photos are provided with the invoices to enable NRF/SAASTA to validate the delivery of the goods and/or services as stipulated in the contract.
17.2. NRF/SAASTA undertakes to pay validated invoices in full within 30 (thirty) days from date of validation provided that all the necessary documents were submitted, i.e.
17.2.1. proof of expenditure
17.2.2. proof of payment per item claimed and
17.2.3. Expenditure approved in the initial budget

18. CLAUSES

18.1. PENALTIES CLAUSE - If the grant holder fails to deliver reports (both narrative and financial) on time or fails to perform the services within the periods specified in the contract NRF/SAASTA shall without prejudice to its other remedies under the contract, deduct from the contract price as a penalty a sum calculated on the delivered price of the delayed goods or unperformed services for each day of the delay.
18.2. GRANT HOLDER OBLIGATION CLAUSE - The grant holder may not use any reporting template except those provided by NRF/SAASTA failure to do so will result in monies not being paid.
18.3. PAYMENT CLAUSE - All financial reports must be accompanied by both proof of expenditure as well as proof
of payment for each expense. Failure to submit either or both will result in monies being deducted from the final payment. This could lead to a situation where the grant holder might have to refund SAASTA.

18.4. **FORCE MAJEURE CLAUSE** - If a force majeure situation arises, NRF/SAASTA shall promptly notify the grant holder in writing of such condition and the cause thereof. Unless otherwise directed by the grant holder in writing, the grant holder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

19. **CONTRACT PERIOD**

19.1. The contract is signed from receipt of your acknowledgement and acceptance of the Letter of Award issued and will continue through the NSW and 6 weeks thereafter.

20. **CASH FLOW SUPPORT**

20.1. We shall support you by making available a deposit equal to 80% of the awarded amount. This is not a pre-payment of your final invoices.

20.2. Please note that no payment is made for outstanding deliverables or for any unproductive or duplicated time spent by the grant holder.

20.3. A valid original tax clearance certificate is required before payment of any monies is made.

21. **FINAL AND BEST OFFER AND REVISION OF PROPOSALS**

21.1. As per previous years, a large number of proposals are expected and which are required to be funded. Evaluation of costing may require the grant holder, upon feedback from the Evaluation Committee, to reassess their proposal and submit revised final and best offers enabling as many activities across as many centers as possible. The respondent has the right to accept or decline.

21.2. In a situation where the total amount of approved bids exceed the total amount available for the project the panel will consult the bidders regarding any proposed cut of their budget. The distribution of the project’s available budget will be determined according to the following criteria:
   1) The score achieved for the Functional Evaluation;
   2) The average cost per person;
   3) The number of municipal districts covered by the proposal.

22. **SELECTION ON SPECIFICATIONS AND CAPABILITIES AND CAPACITIES**

Proposals submitted in response to the call for proposals follows the following process:

22.1. All submissions received on time (before the closing date and time) will first be evaluated on functionality against the evaluation criteria as outlined in this document.

22.2. *The set of mandatory requirements below is the first stage of qualifying criteria, i.e. NO proposal will be considered if it does not meet the following four (4) requirements. Qualifying grant holders, those that have indicated all points as YES below, proceed to the next stage. A “NO” equals elimination; therefore, no further evaluations will be done on the proposal.*
23. MANDATORY REQUIREMENTS:
First stage of qualifying criteria.

<table>
<thead>
<tr>
<th>NO.</th>
<th>ELEMENT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General public must constitute a minimum of 40% (no rounding off i.e. 39.9 will be regarded as a &quot;No&quot;) of your total target participants (the calculation of the percentage of public should be clear on your proposal- see formula on page 33)</td>
<td>□YES/ □NO</td>
</tr>
<tr>
<td>2</td>
<td>The proposal must be within the price range of R20 000 – R250 000</td>
<td>□YES/ □NO</td>
</tr>
<tr>
<td>3</td>
<td>All rates adhered to as specified in paragraph 10 and 12</td>
<td>□YES/ □NO</td>
</tr>
<tr>
<td>4</td>
<td>The proposal covers at least one of the objectives (refer to 3.1)</td>
<td>□YES/ □NO</td>
</tr>
</tbody>
</table>

24. QUALIFYING THRESHOLDS FOR FUNCTIONAL EVALUATION
Second stage of qualifying criteria.

24.1. Proposals scoring less than the minimum threshold of 60% will not be awarded.

24.2. Evaluation scoring for all criteria other than “mandatory requirements” is scored using the rating below:

<table>
<thead>
<tr>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Information to make assessment</td>
<td>Poor</td>
<td>Average</td>
<td>Meets Requirements</td>
<td>Exceeds Requirements</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

24.3. NRF/SAASTA reserves the right to communicate recommendations/queries and the right to request the grant holder to provide a revision of their original proposal in terms of such recommendations / queries only and, to be returned to SAASTA as per the instructed deadline provided in the feedback.

24.4. Only bidders that meet the evaluation criteria will be selected for financial support.
The Evaluation Criteria on technical aspects for awarding of proposals are:

<table>
<thead>
<tr>
<th>NO.</th>
<th>ELEMENT</th>
<th>WEIGHT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PROJECT MANAGEMENT – Evaluation of this component will be based on the activity evaluation framework: item - inputs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Is the project well-resourced in terms of STEMI specialists, platforms for marketing and sharing of information, references to websites, social platforms and libraries etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No information</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project is run by only one person who is not a STEMI specialist and has no platform to market or advertise</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project is run by only one person who is a STEMI specialist and has no platform to market or advertise</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project is run by a minimum of two persons of which one is a STEMI specialist and has some form of advert in a public space like in a library or a website</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project is run by a minimum of two persons of which one is a STEMI specialist and has a dynamic website or other social platforms for marketing and advertising</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project is run by more than two persons of which two or more are STEMI specialists and has a dynamic website or other social platforms for marketing and advertising.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>REACH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>District rating as per annexure A – (1 easy to reach and 3 difficult to reach). Has the geographical reach been clearly defined in terms of municipal districts as per Annexure A?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No information</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only district rating of 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only district rating of 1 &amp; 2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than one venue of district rating of 2 or one venue of district rating of 3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One venue of district rating of 3 and one or more venues of rating 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than one venue of district rating of 3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>CONTENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>How well is the content (activities) of the proposal aligned to the objectives and theme as outlined in paragraph 3 and paragraph 6 respectively?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No information</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One activity addresses the theme and it is not clear how any of the NSW objectives will be reached</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One activity addresses the theme and one of the NSW objectives will be reached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All activities address the theme and one of the NSW objectives will be reached</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All activities address the theme and achieve more than one of the NSW objectives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All activities address the theme and achieve all the NSW objectives</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Can the structure of the activities in the proposal provide each of the participants with an appreciation of the value of science in their lives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No information</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No activity with practical component and no real life examples</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum of one activity with real life example/s and no practical</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>All activities with real life example/s</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All activities have real life examples and all have practical component</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All activities have real life examples and all have practical component and reference to where SA has a geographic advantage</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. How does the proposal guarantee the quality of the scientific content?

#### 4.1. The scientific integrity of the messages (Scientifically factual correctness, reference was required)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>No information</td>
<td>0</td>
</tr>
<tr>
<td>Not all activities are explained with conceptual errors</td>
<td>1</td>
</tr>
<tr>
<td>Not all activities are explained and no conceptual errors</td>
<td>2</td>
</tr>
<tr>
<td>All activities explained with no conceptual errors</td>
<td>3</td>
</tr>
<tr>
<td>All activities explained with some references no conceptual errors</td>
<td>4</td>
</tr>
<tr>
<td>All activities explained with some references including reference to SA inventions and with no conceptual errors</td>
<td>5</td>
</tr>
</tbody>
</table>

#### 4.2. The appropriateness in which the messages are packaged for your intended target participants? (Things to be looked at are the language used, cognitive and level of content)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>No information</td>
<td>0</td>
</tr>
<tr>
<td>Language to be used not indicated and activities has no reference to real life examples</td>
<td>1</td>
</tr>
<tr>
<td>Language to be used is indicated and can be understood by the audience and activities has no real life examples</td>
<td>2</td>
</tr>
<tr>
<td>Language to be used is indicated and can be understood by the audience and activities can be related to a minimum of one real life example</td>
<td>3</td>
</tr>
<tr>
<td>Proposal has more than one language to be used and can be understood by the audience and activities can be related to a minimum of one real life example</td>
<td>4</td>
</tr>
<tr>
<td>Proposal has more than one language to be used and can be understood by the audience and activities can be related to more than one real life examples</td>
<td>5</td>
</tr>
</tbody>
</table>

### 5. Confidence in the ability to deliver:

Here the evaluation panel will be looking at experience and knowledge of the project leader and team

#### 5.1. Has the team implemented similar projects before?

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>No information</td>
<td>0</td>
</tr>
<tr>
<td>Have not run projects before</td>
<td>1</td>
</tr>
<tr>
<td>Have run projects previously but not similar to NSW</td>
<td>2</td>
</tr>
<tr>
<td>Have run a minimum of one similar project</td>
<td>3</td>
</tr>
<tr>
<td>Have run two projects (of which one was a previous NSW)</td>
<td>4</td>
</tr>
<tr>
<td>Have run NSW three or more times.</td>
<td>5</td>
</tr>
</tbody>
</table>

#### 5.2. Does the team have access to or hold the capacity to implement the project? The panel will be looking at whether the proposal shows a full understanding of the capacity needed to run the proposed implementation successfully.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>No information</td>
<td>0</td>
</tr>
<tr>
<td>The proposal consists of one team member with no contingency plan</td>
<td>1</td>
</tr>
<tr>
<td>The proposal consists of one team member with a contingency plan</td>
<td>2</td>
</tr>
<tr>
<td>The proposal consists of a project manager or team leader and one team member and responsibilities are clearly indicated with a contingency plan</td>
<td>3</td>
</tr>
<tr>
<td>The proposal consists of a project manager or team leader and two</td>
<td>4</td>
</tr>
</tbody>
</table>
25. AWARDING OF PROPOSALS RECEIVED

25.1 All proposals are evaluated on a fair comparable basis with the cost effective proposals being considered against their proposed coverage/reach.

25.2 SAASTA reserves the right to reduce the award from what the respondent proposed (refer here to the SBD7 – contract form which forms part of the specification) and that the respondent has the right to accept or not.

25.3 Financial support is provided to all technically qualified bidders where rates are in accordance with this document and the budget is cost effective. The grant value will be allocated in accordance with available funds and that all municipal districts indicated have an activity.

26. SPECIAL CONDITIONS TO THIS PROPOSAL

26.1 NO ATTACHMENTS ARE ALLOWED, other than the mandatory
All information is to be provided under the headings within the proposal template (SBD 3) and only the completed template is submitted.

26.2 RIGHT OF VALIDATION
The NRF/SAASTA has the right to have any documentation submitted by the Grant holders inspected by another technical body or organization

26.3 CANCELLATION OF THIS CALL / BID INVITATION
The NRF/SAASTA reserves the right to withdraw and cancel the call for proposals.

26.4 LATE PROPOSALS
The NRF/SAASTA does not consider late proposals. Closing time is at 11:00am. Proposals have to be submitted via SAASTA tender box. The closing date and time means the date and time when submissions are received by SAASTA

26.5 The NRF/SAASTA reserves the right to award the proposal based on demonstrated value for money (price/value comparable) INCLUDING PROPOSED COVERAGE

26.6 REQUEST FOR FINAL OFFER AND FINAL NEGOTIATION
NRF/SAASTA reserves the right to provide provisional acceptance of the proposal based on the recommended changes to be actioned. Should the recommendations not be adhered to the grant will not be awarded.

26.7 The successful grant holders are informed through a written letter.

26.8 NRF/SAASTA has the right to clarify expectations in the letter of award.
Successful grant holders are required to send an acceptance letter/email upon receipt of the letter of award.

26.9 The NRF/SAASTA draws the grant holder’s attention to aspects of the contract in the letter of award such as specifying the work and deliverables/outputs, the required timelines, quality standards expected, measurement of performance, agreed levels of performance and acceptance of any special conditions of contract proposed by the grant holder.

26.10 CONFIDENTIALITY
The NRF/SAASTA expects the successful grant holder to sign a general confidentiality agreement with the NRF.

26.11 INSPECTION AND MONITORING
NRF/SAASTA and DST staff reserves the right to attend and monitor any of these activities at any time

26.12 COST OF PREPARATION FOR THE GRANT HOLDER’S ACCOUNT
26.13. DISQUALIFICATION ON GROUNDS OF INTENDED COLLUSION, INFLUENCE OR CORRUPTION
Any effort by a grant holder to influence proposal evaluation, proposal comparisons or proposal award decisions in any manner, may result in rejection of the proposal concerned.

26.14. VALIDITY PERIOD OF THE PROPOSAL
The proposal has a validity period of 150 days from date of closure of the call / proposal.

26.15. CAPITAL EQUIPMENT
The grant holder agrees that no part of this award may be used to purchase any capital equipment.

26.16. THIRD PARTY CONFIRMATION
The grant holder assures SAASTA that in the event of being unable to carry out the project that DST is funding, the project will go ahead under the leadership of the third party specified to SAASTA or that the award will be returned. To this end, the grant holder includes the confirmation from the selected third party that the project and reporting requirements will be carried out should the grant holder be unable to complete these or that the award will be returned.

26.17. COMMUNICATION
The DST’s Science Communication Unit leads publicity and communication of the NSW. In the event that you need to bring to the attention of the DST certain communication and publicity, this needs to be applicable to your own environment. Relay all communication and publicity to SAASTA.

26.18. OUTSOURCING
Indicate if any part of your proposal will be outsourced to a third party, if so, third party profile and terms and conditions between the grant holder and third party are to be attached. Indicate this on the SBD6.1 Preference Claim form field’s where part of your proposal is outsourced;

26.19. LINE ITEM CHANGE
If required, you are expected to apply in writing via email for approval to make any line item changes after the contract has been signed as per the deadline, which will be communicated to you in due course;

26.20. EMERGENCY MEDICAL SERVICES
Grant holders are required to ensure emergency medical services are available at all sites where activities are taking place;

26.21. ABLUTIONS
Grant holders are required to ensure adequate ablution facilities made available as per the public health laws;

26.22. CASH PRIZE
STRICTLY NO CASH PRIZES MAY BE AWARDED. Prizes may only be science and technology related

26.23. CONTENT
Integrity of Scientific Content: It is the responsibility of the grant holder to ensure the accuracy of scientific content and to supply relevant references. Refer to the Activity Evaluation Framework template for proposed proposals, page 29;

27. LOCAL CONTENT REQUIREMENTS FOR DESIGNATED AND NON-DESIGNATED SECTORS

27.1. No local content has been specified for the products/services supplied in this contract other than the contracted suppliers being required to be based locally in South Africa.

28. THE NRF CONDITIONS OF CONTRACT

28.1. 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.

28.2. 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 grant holder may make and/or submit.

28.3. CANCELLATION PRIOR TO AWARDING
The NRF has the right to withdraw and cancel the Bid.

28.4. LATE BIDS.
   Bids submitted after the stipulated closing date and time are not considered.

28.5. 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.

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

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

28.8. VALIDATION OF SUBMITTED DOCUMENTATION
   The NRF has the right to have any documentation submitted by the Bidders inspected by another technical body or organization.

28.9. 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 grant holders before the final selection is done.

28.10. 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.

28.11. 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.
29. PREFERENCE POINTS CLAIM FORM (SBD 6.1)

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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED 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 above 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 an Accounting Officer as contemplated in the CCA).

SUB-CONTRACTING

Will any portion of the contract be sub-contracted?  
Yes ☐  No ☐

If Yes, indicate:

What percentage of the contract will be subcontracted?  
%  

The name of the sub-contractor?  

The B-BBEE status level of the sub-contractor?  

Whether the sub-contractor is an EME?  
Yes ☐  No ☐

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

The information furnished is true and correct;

The preference points claimed are in accordance with the General Conditions as indicated in Paragraph 1 of this form.

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;
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 –

Disqualify the Bidder from the bidding process;

Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct;

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;

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 audit alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

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.

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

30.1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favoritism, 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 authorized 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 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 |
### DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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:</td>
<td>Yes</td>
<td>☐</td>
</tr>
</tbody>
</table>

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website ([www.treasury.gov.za](http://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 | ☐  |

|      | 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 | ☐  |

|      | 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 | ☐  |
30.3. CERTIFICATE OF INDEPENDENT BID DETERMINATION

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 authorized 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 authorized 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:

Has been requested to submit a Bid in response to this Bid invitation;

Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and

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 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:

Prices;

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

Methods, factors or formulas used to calculate prices;

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

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

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.
PART 1 – WRITTEN OFFER  \textcolor{red}{(To Be Filled in by the Bidder)} \textit{SBD 7}

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

<table>
<thead>
<tr>
<th>Invitation to Bid \textcolor{red}{(SBD 1)}</th>
<th>Technical Specification(s);</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder’s responses to technical specifications, capability requirements and capacity as attached to this document</td>
<td>Pricing Schedule(s) \textcolor{red}{(SBD3)};</td>
</tr>
<tr>
<td>Original Valid Tax Clearance Certificate</td>
<td>Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations \textcolor{red}{(SBD6.1)};</td>
</tr>
<tr>
<td>Declaration of Interest \textcolor{red}{(SBD4)};</td>
<td>Declaration of Bidder’s past SCM practices \textcolor{red}{(SBD8)};</td>
</tr>
<tr>
<td>Written offer \textcolor{red}{(to be filled by bidder)} \textit{SBD 7}</td>
<td>Certificate of Independent Bid Determination \textcolor{red}{(SBD9)}</td>
</tr>
<tr>
<td>General Conditions of Contract</td>
<td></td>
</tr>
</tbody>
</table>

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, 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 authorized to sign this contract.

| NAME (PRINT) | |
| CAPACITY | |
| SIGNATURE | |
| NAME OF FIRM | |
| DATE | |

WITNESSES

1 ________________________
2 ________________________
Date ________________________

31. PART 2 – ACCEPTANCE OF WRITTEN OFFER
The National Research Foundation acceptance of this written offer is authorized 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.
(30 July – 6 August 2016)

Application and Submission of Proposal Form

1 For SAASTA office use only

<table>
<thead>
<tr>
<th>Project:</th>
<th>SAASTA Ref Number:</th>
<th>Closing Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID/QUOTE PRICE: as per attached budget</td>
<td>Total amount</td>
<td></td>
</tr>
</tbody>
</table>

Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information is provided at the end of the document.

SECTION A: ORGANISATION PROFILE

A1. Organisations’ Background Information

Name of Organization / Institution

Type of Organisation / Institution
(Example: Higher Education Institute. Science Council, etc.)

Organisation’s Reference / Registration / VAT Number

Province where the Organisation / Institution is located

District Municipality where the Organisation / Institution is located

Physical Address for courier purposes
(Please complete if different from the Project Leader)

Postal Address of Organisation / Institution

Organizations’ Contact Details
(Please supply both landline and Cellular Number)
### A2. General Project Administration Information

<table>
<thead>
<tr>
<th>Authorized Signatory for Organisation / Institution</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and designation of Project Financial Administrator</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Alternative Contact Person if Project Leader is Unable to Complete Obligations</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Organizations’ / Institution’s e-mail address

### A3. Organisation / Institution Banking Details

<table>
<thead>
<tr>
<th>Name of account holder</th>
<th></th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Type of account</th>
<th></th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Name of Bank</th>
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<thead>
<tr>
<th>Branch</th>
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</table>

<table>
<thead>
<tr>
<th>Bank Branch Code</th>
<th></th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Bank Account Number</th>
<th></th>
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</table>

### A4. Organisation / Institution Business Profile

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Name</th>
<th>Position</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Organisation Management</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example: CEO, Director, HOD, partners etc.)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Nature of Core Business</th>
<th></th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Indicate Financial Controls in Place</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Last Audited Annual Financial Statement</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Address of Auditors</th>
<th></th>
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</table>

### A5. Details of Project Leader

<table>
<thead>
<tr>
<th>Title and Surname</th>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Full Names</td>
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<td>--------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Identity Number</td>
<td></td>
</tr>
<tr>
<td>Current Position in the Organisation / Institution</td>
<td></td>
</tr>
<tr>
<td>Similar Projects Undertaken Previously (Including NSW)</td>
<td></td>
</tr>
<tr>
<td>Contact Number (Landline and Cellular Phone)</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
</tr>
<tr>
<td>Highest Academic Qualifications</td>
<td></td>
</tr>
<tr>
<td>Summary of Relevant Experience</td>
<td></td>
</tr>
<tr>
<td>Brief Career History</td>
<td></td>
</tr>
<tr>
<td>Recent Publications (Maximum 5 lines)</td>
<td></td>
</tr>
<tr>
<td>Number of team members assisting Project Leader with NSW</td>
<td></td>
</tr>
</tbody>
</table>

**A6. Details of Project Team (add more rows if need be)**

<table>
<thead>
<tr>
<th>List the potential team members (including facilitators)</th>
<th>Highest Qualification and Relevant Experience</th>
<th>Responsible for</th>
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<tbody>
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</tbody>
</table>
A7. List of potential Collaborators participating in National Science Week (add more rows if need be)

<table>
<thead>
<tr>
<th>Potential Collaborators</th>
<th>Responsible for (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

A8. State your contingency plan with regard to the human capacity to run the activities

SECTION D: REFEREES Please provide the names and contact details of three reputable persons whom can attest to the quality of your work.

<table>
<thead>
<tr>
<th>Name &amp; Designation</th>
<th>Organization</th>
<th>Contact Details</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>


The evaluation panel will evaluate the information provided below and provide a score.

Please provide as much detail as possible for each activity under the relevant headings for the panel to clearly understand all the fundamentals of the activities. Not all the panel members are familiar with the National Science Week project or the activities your organisation specializes in, therefore, explicit details are required.

Note: the activity number in the activity evaluation framework must correspond with the activity number in the budget.

The panel will evaluate the activity evaluation framework and the budget in order to approve the activity.

If certain information is repeated for all activities, please refer back to that activity, do not retype all the information.

### What is the name of your organisation:

### ACTIVITY ONE

<table>
<thead>
<tr>
<th>Provide a detailed description of the activity.</th>
<th>The detailed description should indicate (where applicable) a practical component and/or real life example(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Under each grouping of target publics, indicate the number of participants you are targeting – where applicable. (Note: General public refers to any uncategorised participant)</th>
<th>General public</th>
<th>Students</th>
<th>Learners</th>
<th>Educators</th>
<th>Decision-makers</th>
<th>Journalists</th>
<th>Scientists</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Will these participants be attending any of the other activities available?</th>
<th>Yes or No?</th>
<th>If yes, which activity/s? (Only indicate the activity number)</th>
</tr>
</thead>
</table>

| Indicate the dates that the activity will take place from 30 July to 6 August 2016 | |
| Indicate the duration of the activity – How many minutes will the activity take to present e.g. 30 minutes | |

| Explain how you intend to attract the target participant groupings to the envisaged activities - what methods will be used to advertise / promote this | e.g.: Marketing the event by sending invitations out to all the local libraries, Advertising in the local newspaper promoting the event, Posters on street poles, Facebook and twitter link on website. |
Explain the results you will achieve from this activity:
For example: target publics will become familiar with the way in which:
• through science, technology and innovation (STI), South Africa is influencing the world;
• STI improves the lives of people; and
• STI supports the sustainable development agenda.

List all the resources, including human / equipment required for this activity:
Example:
• 1 x scientist
• Liquid detergent or glycerine
• A metal ring through which to blow bubbles
• Two small glass lids
(Note: these items must be listed and costed in the budget)

Who will be presenting the activity to the audience?
Please indicate the qualification of the presenter and contact details.
e.g.: Prof. Linda Waters – Laser Light Specialist. Linda.waters@lazerlight.com

List the Municipal District/s where activity will be held.
Please refer to the districts list attached (Annexure A) or refer to the website - http://www.localgovernment.co.za/

The National Science Week is part of the DST-led national programme to create a society that is knowledgeable about science, critically engaged and scientifically literate. The NSW contributes to the goals of the Science Engagement Strategy by pursuing four objectives:

<table>
<thead>
<tr>
<th>Indicate which of the objectives below are covered with this activity:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1: to popularize science to the broader South African society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>DATE OF ACTIVITY</td>
<td>TARGET PARTICIPANTS NUMBERS – (TOTAL NUMBERS PER ACTIVITY)</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Example</td>
<td>1 August</td>
<td>General Public: 25 000 Learners: 1 000 Educators: 10 Students: 0 Decision Makers: 0 Journalists: 0 Scientists: 0 Other: 0</td>
</tr>
<tr>
<td>Activity 1</td>
<td>2 August</td>
<td>General Public: 25 000 Learners: 1 000 Educators: 10 Students: 0 Decision Makers: 0 Journalists: 0 Scientists: 0 Other: 0</td>
</tr>
<tr>
<td>Example</td>
<td>3 August</td>
<td>General Public: 25 000 Learners: 1 000 Educators: 10 Students: 0 Decision Makers: 0 Journalists: 0 Scientists: 0 Other: 0</td>
</tr>
<tr>
<td>Activity 2</td>
<td>8 August</td>
<td>General Public: 25 000 Learners: 1 000 Educators: 10 Students: 0 Decision Makers: 0 Journalists: 0 Scientists: 0 Other: 0</td>
</tr>
</tbody>
</table>

Note:
Repeat participants means - if the same person attends more than one activity, even if they attend on a different day, they are then classified as repeat participants. The same person attending a different activity on another day is still only counted as one person.

NSW encourages more exposure to different people, not more activities to the same person, therefore please clearly indicate if the same people are attending a different activity and ensure that the total number provided below does not constitute double accounting of participants.
<table>
<thead>
<tr>
<th>Activity</th>
<th>General Public</th>
<th>Learners</th>
<th>Educators</th>
<th>Students</th>
<th>Decision Makers</th>
<th>Journalists</th>
<th>Scientists</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Activity 3</td>
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<td></td>
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<tr>
<td>Activity 4</td>
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</tr>
</tbody>
</table>
Activity 5

Please copy and paste for more activities.

Remember - One person attending 3 activities is counted as 1 person and not 3. Do not duplicate numbers.

TOTAL TARGET REACH FOR THE PERIOD OF NSW 2016

<table>
<thead>
<tr>
<th></th>
<th>General Public</th>
<th>Learners</th>
<th>Educators</th>
<th>Students</th>
<th>Decision Makers</th>
<th>Journalists</th>
<th>Scientists</th>
<th>Other</th>
</tr>
</thead>
</table>

TOTAL TARGET EXPECTED TO REACH FOR NSW 2016

Calculation of general public reach:

\[
general\ public = \frac{general\ public}{total\ target\ expected\ to\ reach} \times \frac{100}{1} = \%\ public
\]

Public reach should be equal to or greater than 40% (without rounding)
**Important notes**

1. **BUDGET:**

**Reasoning for costing each activity separately and guidelines for completing the budget:**

- More detail should be provided per line item to explain reasonability of costs and to provide a clear indication on how the total amount per line item had been calculated.
- Items and activities listed in the activity evaluation framework that do not reflect in the budget will be considered as gratis / cost-free.
- All descriptions must clearly indicate how the costings were calculated. Examples are provided below.
- Ensure the budget activity number and the activity evaluation framework activity numbers correspond.
- Ensure all calculations are included in the final amount and that the total amount is accurate.
- Feel free to contact the NSW Team at SAASTA if you are unsure where a line item belongs.
- Refer to Acceptable Proof of Expenditure on the SAASTA website.

**Below are examples of required detailed descriptions to reflect in the budget:**

1) **Professional Costs:**
   - 1 Facilitator to present Light Display. 3 hours for 5 days at R300 per hour = R4 500.00

2) **Travel:**
   - Facilitator travelled from Pretoria to Johannesburg return – 56kms X 2 X 3.18 = R356.16

3) **Transport:**
   - 3 x 60 Seater bus to transport learners from Pretoria to Johannesburg @ R1 000-00 per bus = R3 000.00

4) **Consumables:** Note: a detailed list of consumables must reflect in the budget.
   - Light box kit @ R300 x 10 = R3000.00
   - Disposable glasses @R5-00 x 100 = R500.00,
   - 1 Set of 3 Frosted Glass Lenses @ R10-00 = R10-00
   - 10 Protractors @ R2-00 = R20.00
   - 3 Mirrors @ R15-00 = R45.00
   - 1 Bag of Gummy Bears @R15-00 = R15.00

5) **Events costs, Advertising and Marketing:**
   - Catering for 100 public @ R25 per person = R2 500.00,
   - Tent Hire for 4 days @ R3 000-00 per day = R12 000.00
   - 5 Marshalls assisting facilitators for 3 hours per day X 3 days @ R250 per day = R3 750.00
   - Advertisement to be placed in the Herald @R3 000-00

6) **Production and printing**
   - 1 box paper @ R200-00, Ink Cartridge @ R250-00 = R450.00

7) **Admin and Support**
   - Airtime for R100, Data package @R100-00

8) **Management Fee:** Clearly indicate the percent of management fee you will be charging. Eg. 1%, 5% or 10%
   - Total amount requested = R33 982.88 + 4% Management fee R1 359.32 = R35 342.20

**ADDITIONAL NOTES:**

- Airtime, photocopies, subsistence and any stationary need to be supported by till slips/Invoice statements to prove expenditure.
- Travel costs to be charged up to a maximum of R3.18 per km when using a private vehicle. A log book, travel record must be kept.
- If catering is needed, only snacks/refreshments at a maximum rate of R40 per person per day will be allowed. Grant holders who invite exhibitors and have a project team (not your whole staff) involved in the NSW activities for a full day (8 hours) will be allowed a maximum of R60 per person per day for catering purposes.
- Facilitating fees per hour for people in their private capacity – a maximum of up to R375 per hour will be allowed.
- Accommodation may not exceed a maximum of R1000-00 for bed and breakfast, per person per night.
- Marshalls must be paid of R250 per day.
- A management fee of up to a maximum of 10% of actual expenses will be allowed.
- No promotional items will be funded (i.e. T-Shirts, caps, pens etc.)
- No capital expenditure may be included in your budgeted.
**EXAMPLE OF THE BUDGET**

**FINANCIAL REPORT FOR THE PERIOD OF 30 July 2016 TO 6 AUGUST 2016 FOR ___________________________ (ORGANISATION NAME)**

Project Leader name: ___________________________ How many activities are in the budget? _______________

<table>
<thead>
<tr>
<th>PROFESSIONAL COSTS:</th>
<th>TRAVEL &amp; SUBSISTENCE</th>
<th>TRANSPORT</th>
<th>CONSUMABLES</th>
<th>EVENT COSTS</th>
<th>PRODUCTION MARKETING</th>
<th>PRINTING</th>
<th>ADMIN &amp; SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; R33 982.88</td>
<td>992.88</td>
<td>300.00</td>
<td>3590.00</td>
<td>21250.00</td>
<td>450.00</td>
<td>200.00</td>
<td></td>
</tr>
</tbody>
</table>

**Please double check all your calculations!**

- **Sub Total:** (Sum of all line items) > R33 982.88
- **4 % Management Fee:** > R1 359.32

< Indicate the amount as well as what percentage you are claiming (Max 10% permissible):

- **Total:** > R35 342.20

**BREAK DOWN COST FOR ACTIVITY ~ EXAMPLE ~**

<table>
<thead>
<tr>
<th>LINE ITEM REF #</th>
<th>Detailed description of planned expenditure. Please provide as much detail as possible. (Insert new lines as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>1 Facilitator to present Light Display. 3 hours for 5 days at R300 per hour = R4 500.00</td>
</tr>
<tr>
<td>1.2</td>
<td>Subsistence for 3 days for 1 Facilitator @ R210.00 per day = R630.00 Facilitator travelled from Pretoria to Johannesburg – 56kms x R3.24 = R181.44 x2 = R362.88</td>
</tr>
<tr>
<td>1.3</td>
<td>** Airtime for R100, Data package @R100-00</td>
</tr>
<tr>
<td>1.4</td>
<td>Catering for 100 public @ R25 per person = R2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL COSTS:</th>
<th>TRAVEL &amp; SUBSISTENCE</th>
<th>TRANSPORT</th>
<th>CONSUMABLES</th>
<th>EVENT COSTS</th>
<th>PRODUCTION MARKETING</th>
<th>PRINTING</th>
<th>ADMIN &amp; SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500.00</td>
<td>992.88</td>
<td>300.00</td>
<td>3590.00</td>
<td>21250.00</td>
<td>450.00</td>
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<td>21 250.00</td>
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</table>

< Sum of sub-total plus management fee
### 500.00,
Tent Hire for 4 days @ R3000-00 per day = R12 000.00
5 Marshalls assisting facilitators for 3 hours per day
X 3 days @ R250 per day = R3 750.00
Advertisement to be placed in the Herald @R3000-00

### 1.5
3 x 60 Seater bus to transport learners from Pretoria to Johannesburg @ R1000-00 per bus = R3 000.00

### 1.6
Light box kit @ R300 x 10 = R3000.00
Disposable glasses @R5-00 x 100 = R500.00,
1 Set of 3 Frosted Glass Lenses @ R10-00 = R10-00
10 Protractors @ R2-00 = R20.00
3 Mirrors @ R15-00 = R45.00
1 Bag of Gummy Bears @R15-00 = R15.00

### 1.7
1 box paper @ R200-00, Ink Cartridge @ R250-00 = R450.00

### TOTAL:
(add all the totals together)
<table>
<thead>
<tr>
<th></th>
<th>4500.00</th>
<th>992.88</th>
<th>3000.00</th>
<th>3590.00</th>
<th>21250.00</th>
<th>450.00</th>
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</thead>
<tbody>
<tr>
<td>500.00</td>
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<td>@ R1000-00 per bus</td>
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<td>10 Protractors @ R2-00</td>
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<td>1 Bag of Gummy Bears</td>
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<td>1 box paper @ R200-00</td>
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<td>Ink Cartridge @ R250-00</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>R33 982.88</strong></td>
<td><strong>4500.00</strong></td>
<td><strong>992.88</strong></td>
<td><strong>3000.00</strong></td>
<td><strong>3590.00</strong></td>
<td><strong>21250.00</strong></td>
<td><strong>450.00</strong></td>
</tr>
</tbody>
</table>
## BUDGET TEMPLATE TO BE COMPLETED

**Grant holder Name:** ______________

Please add up all the activities and indicate the totals below:

<table>
<thead>
<tr>
<th>Professional Costs:</th>
<th>Travel &amp; Subsistence</th>
<th>Transport</th>
<th>Consumables</th>
<th>Event Costs Advertising Marketing</th>
<th>Production Printing</th>
<th>Admin &amp; Support</th>
</tr>
</thead>
</table>

Please double check all your calculations!

Sub Total: 
(Sum of all line items)

_______% Management Fee: 
< Indicate the amount as well as what percentage you are claiming 
(Max 10% permissible):

Total: 
< Sum Sub-total plus management Fee

### BREAK DOWN COST FOR

**ACTIVITY ONE** of ______

<table>
<thead>
<tr>
<th>LINE ITEM REF #</th>
<th>Detailed description of planned expenditure. Please provide as much detail as possible. (Insert extra lines as needed)</th>
</tr>
</thead>
<tbody>
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<td>1.1</td>
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<td>1.10</td>
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</tbody>
</table>

**TOTAL:** 
(add all the totals together)
Grant holder Name: ______________

<table>
<thead>
<tr>
<th>LINE ITEM REF #</th>
<th>Detailed description of planned expenditure. Please provide as much detail as possible. (Insert extra lines as needed)</th>
<th>PROFESSIONAL COSTS:</th>
<th>TRAVEL &amp; SUBSISTENCE</th>
<th>TRANSPORT</th>
<th>CONSUMABLES</th>
<th>EVENT COSTS</th>
<th>ADVERTISING</th>
<th>MARKETING</th>
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<th>ADMIN &amp; SUPPORT</th>
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</tbody>
</table>

TOTAL: (add all the totals together)

NB: Copy and paste this template for as many activities as you need
### Municipal Districts in South Africa

**Rating 3** = difficult to reach districts  
**Rating 2** = medium to reach districts  
**Rating 1** = easy to reach districts

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>RATING</th>
<th>Province</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Alfred Nzo District Municipality</td>
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<tr>
<td>2</td>
<td>Amathole District Municipality</td>
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<tr>
<td>3</td>
<td>Buffalo City Metropolitan Municipality</td>
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<td>4</td>
<td>Sarah Baartman District Municipality</td>
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<td>Chris Hani District Municipality</td>
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<td>Nelson Mandela Bay Metropolitan Municipality</td>
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<td>7</td>
<td>OR Tambo District Municipality</td>
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WC
THE NATIONAL TREASURY
Republic of South Africa

GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010
GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1. "Closing time" means the date and hour specified in the proposaeding documents for the receipt of proposals.

1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7. "Day" means calendar day.

1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any service provider, and includes collusive practice among service providers (prior to or after proposal submission) designed to establish proposal prices at artificial non-competitive levels and to deprive the service provider of the benefits of free and open competition.


1.15. “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16. “Imported content” means that portion of the proposalding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the proposal will be manufactured.

1.17. “Local content” means that portion of the proposalding price which is not included in the imported content provided that local manufacture does take place.

1.18. “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19. “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20. “Project site,” where applicable, means the place indicated in proposalding documents.

1.21. “Purchaser” means the organization purchasing the goods.

1.22. “Republic” means the Republic of South Africa.

1.23. “SCC” means the Special Conditions of Contract.

1.24. “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. “Written” or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
2. **Application**

2.1. These general conditions are applicable to all proposals, contracts and orders including proposals for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the proposalding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. **General**

3.1. Unless otherwise indicated in the proposalding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a proposal. Where applicable a non-refundable fee for documents may be charged.

3.2. With certain exceptions, invitations to proposal are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. **Standards**

4.1. The goods supplied shall conform to the standards mentioned in the proposalding documents and specifications.

5. **Use of contract documents and information; inspection**

5.1. The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. **Patent rights**

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful service provider shall furnish to the purchaser the performance security of the amount specified in the SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the proposalding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1. All pre-proposalding testing will be for the account of the service provider.

8.2. If it is a proposal condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the service provider or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the proposalding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or
analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. **Incidental services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. **Spare parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. **Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. **Payment**

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC

17. **Prices**

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his proposal, with the exception of any price adjustments authorized in SCC or in the purchaser's request for id validity extension, as the case may be.

18. **Contract amendments**

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the proposal. Such notification, in the original proposal or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(a) the name and address of the supplier and / or person restricted by the purchaser;

(b) the date of commencement of the restriction

(c) the period of restriction; and

(d) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. **Anti-dumping and countervailing duties and rights**

24.1. When, after the date of proposal, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. **Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. **Termination for insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. **Settlement of disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1. Every written acceptance of a proposal shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his proposal or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser’s country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any service provider whose tax matters are not in order. Prior to the award of a proposal the Department must be in possession of a tax clearance certificate, submitted by the service provider. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Program

33.1. 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of restrictive practices

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a service provider(s) is / are or a contractor(s) was / were involved in collusive proposaling (or proposal rigging).

34.2. If a service provider(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a service provider(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the proposal(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the service provider(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the service provider(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)
THE NATIONAL TREASURY

Republic of South Africa

GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010
GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1. "Closing time" means the date and hour specified in the proposaling documents for the receipt of proposals.

1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7. "Day" means calendar day.

1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any service provider, and includes collusive practice among service providers (prior to or after proposal submission) designed to establish proposal prices at artificial non-competitive levels and to deprive the service provider of the benefits of free and open competition.


1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16. "Imported content" means that portion of the proposalding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the proposal will be manufactured.

1.17. "Local content" means that portion of the proposalding price which is not included in the imported content provided that local manufacture does take place.

1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20. "Project site," where applicable, means the place indicated in proposalding documents.

1.21. "Purchaser" means the organization purchasing the goods.

1.22. "Republic" means the Republic of South Africa.

1.23. "SCC" means the Special Conditions of Contract.

1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
2. Application

2.1. These general conditions are applicable to all proposals, contracts and orders including proposals for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the proposalding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1. Unless otherwise indicated in the proposalding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a proposal. Where applicable a non-refundable fee for documents may be charged.

3.2. With certain exceptions, invitations to proposal are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1. The goods supplied shall conform to the standards mentioned in the proposalding documents and specifications.

5. Use of contract documents and information; inspection

5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful service provider shall furnish to the purchaser the performance security of the amount specified in the SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the proposalding documents or another form acceptable to the purchaser; or

(b) a cashier’s or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1. All pre-proposalding testing will be for the account of the service provider.

8.2. If it is a proposal condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the service provider or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the proposalding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or
analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. **Incidental services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. **Spare parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. **Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. **Payment**

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. **Prices**

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his proposal, with the exception of any price adjustments authorized in SCC or in the purchaser’s request for id validity extension, as the case may be.

18. **Contract amendments**

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the proposal. Such notification, in the original proposal or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(a) the name and address of the supplier and/or person restricted by the purchaser;

(b) the date of commencement of the restriction

(c) the period of restriction; and

(d) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. **Anti-dumping and countervailing duties and rights**

24.1. When, after the date of proposal, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. **Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. **Termination for insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. **Settlement of disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. **Limitation of liability**

28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. **Governing language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. **Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. **Notices**

31.1. Every written acceptance of a proposal shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his proposal or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. **Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any service provider whose tax matters are not in order. Prior to the award of a proposal the Department must be in possession of a tax clearance certificate, submitted by the service provider. This certificate must be an original issued by the South African Revenue Services.

33. **National Industrial Participation (NIP) Program**

33.1. 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. **Prohibition of restrictive practices**

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a service provider(s) is / are or a contractor(s) was / were involved in collusive proposaling (or proposal rigging).

34.2. If a service provider(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a service provider(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the proposal(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the service provider(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the service provider(s) or contractor(s) concerned.

*Js General Conditions of Contract (revised July 2010)*
NATIONAL SCIENCE WEEK IMPLEMENTATION STRATEGY

Developed by: Science and Youth Unit
Date: March 2012
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1 BACKGROUND

1.1 Policy and strategic perspective

The White Paper on Science and Technology (1996) seeks to build an effective National System of Innovation (NSI) that advances both social and economic development priorities of the country. The process towards an effective and successful NSI depends on among others, the participation of all South Africans, which in turn requires a society that understands and values science, technology and innovation (STI), as well as their critical roles in ensuring national prosperity and a sustainable environment. In this context, the Department of Science and Technology (DST) established a national campaign to promote public awareness of and engagement with STI. The primary goal of this campaign is to promote science and technology literacy, as well as their pivotal role in addressing issues affecting people (i.e. promoting the power of STI).

Beside the aforementioned primary goal, the DST’s campaign for promoting public awareness of and engagement with STI has the following sub-goals: (a) to increase people’s familiarity with the natural world; (b) to enable people to understand some key concepts and principles of STI; (c) to enable people to perceive STI as social tools.

The DST’s campaign to promote public awareness of and engagement with STI comprises several initiatives. These are driven by different sections of the department. The implementation approach adopted by the DST allows each division of the department to promote public awareness of and engagement with STI initiatives that are related to the mandate of the division. The overall DST’s campaign is complemented by the work of other stakeholders, role players and interest groups within the NSI. These include science centres, higher education institutions, science councils and other government departments.

Initiatives that are part of the DST’s campaign to promote public awareness of and engagement with STI include the annual National Science Week (NSW).
1.2 The National Science Week

1.2.1 Description of the National Science Week

The NSW is an annual countrywide celebration of science, technology, engineering, mathematics and innovation (STEMI) led by the DST, where various stakeholders, role players and interest groups collectively conduct activities that promote general awareness of the value of STEMI to people’s daily lives.

1.2.2 Objectives of the NSW

The objectives, which the NSW sought to address over the past years have been revised and reduced from 5 to 4:

- to popularise science to the broader South African society,
- to serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DST and other government departments in enabling research, development and innovation,
- to make STEMI appealing to learners, such that they consider SET as preferable career options, and
- to familiarise targeted participants with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens.

1.2.3 Historical background of the NSW

South Africa is among many other countries in the world that conduct a science week. The DST started conducting its science week in 2000. Based on continuous evaluation and upholding the principle of continuous improvement, the NSW has since its inception adopted three different implementation models. The first three years (2000-2002) followed a tri-provincial model where the NSW was celebrated on a single site in only three provinces per annum. This was followed by a two-year period (2003-2004) where each province had a main site hosting the NSW activities. The period 2005 to current is
characterised by an approach where the activities celebrating the NSW are conducted in multiple sites across the nine provinces.

In taking forward the principle of continuous improvement, a Ten-Year Review of the NSW was conducted in 2011. The Review, which focused on the first ten years of the NSW (2000-2009), sought to: (a) assess the impact of the NSW in terms of meeting its objectives, including the difference the initiative has to the people; and (b) establish factors, (for instance, best practices, weaknesses, and achievements) which in different ways could contribute to improved implementation processes of future editions of the NSW.

1.3 Goals of the Strategy

This document constitutes a five-year (2013-2017) project implementation strategy for the NSW. It is a high-level guideline for the development of actual activities, which will be conducted to celebrate the NSW. The document will also guide the development of an operational road map, which will be done by the implementing agency of the NSW. The strategy takes into consideration the findings of the Ten-Year Review, lessons learnt from the past, as well as relevant developments within the DST and the broader NSI. The project strategy seeks to:

(a) provide guidance to stakeholders or target participants’ and interest groups’ ways of contributing to the objectives of the NSW,

(b) change the perception that developed over the past years that the NSW is an initiative for school-based youth only,

(c) broaden, consolidate and deepen the gains made since the inception of the NSW in 2000, and

(d) encourage people to participate in the NSW from wherever they are, even if their circumstances deny them to be at the formal sites hosting the initiative’s activities.
2 PROJECT IMPLEMENTATION APPROACH

2.1 Target participants

In order to maximise citizens’ participation in the NSW, sections of the population and entities in the society that will be targeted for participation have been identified:

(a) learners in the schooling system,
(b) higher education institutions,
(c) science centres, natural history museums and interpretation centres,
(d) science councils (including National Research Facilities),
(e) media,
(f) general public,
(g) politicians or decision-makers,
(h) government departments involved in scientific and technological activities (STAs), and
(i) industry.

2.2 Timing

The NSW will be celebrated annually during the first week of August. The implementation of the last three editions of the NSW (2009 to 2011) was accompanied by heavy publicity, which, undoubtedly made people to associate August with the NSW.

2.3 Determining key messages to be communicated

The key messages that will be developed and communicated in the build up to and during the NSW will be informed by the above-mentioned objectives, theme and sub-themes of the NSW.
(a) Theme of the event

The theme of the NSW will change annually. The DST may request selected stakeholders of the society to choose or recommend the theme for a particular year. Some of the stakeholders that may be considered for this purpose are media (through the South African National Editors’ Forum - SANEF), higher education sector (through the National Science Deans Forum - NSDF), science centres (through Southern African Association for Science and Technology Centres - SAASTEC); science councils (through the Committee of Heads of Research and Technology - COHORT) and organised labour (through three major labour federations that form labour constituency at the National Economic Development and Labour Council).

(b) Sub-theme

South Africa recognises activities of the United Nations (UN), which has a practice of designating international years as a way of drawing attention to major issues and encouraging international actions to address concerns that have global importance and ramifications. Where the designated year is of scientific significance or relevance, it will be included as a sub-theme of the NSW.

In the same context of the foregoing paragraph, issues highlighted by the regional bodies of which South Africa is a member, like the African Union (AU) will also be considered as a sub-theme of the NSW.

2.4 Involvement of target participants

This section of the project strategy provides some guidelines on how identified sections of the population and entities in the society can participate in the NSW. The strategy does not provide an exhaustive list of means and opportunities of participating in the NSW, therefore all the participants are encouraged to be creative and develop additional or other ways of celebrating the NSW. In reaching out to non-traditional audiences, the sections of
the Department which stand to benefit will take a lead in reaching out to those audiences while the NSW machinery will provide the necessary publicity, available infrastructure, and coordination.

(a) higher education institutions

Higher education institutions are an important component of science and technology knowledge production hub. These institutions are also integral to the production and nurturing of innovators and human resources in science, technology, engineering and mathematics (STEM). Currently, South Africa has 23 higher education institutions and less than 50% of them have at any given year participated in the NSW.

- **University students**: One of the key Department’s objectives in this regard is enhancing the recruitment of designated groups into research careers, in particular scarce skills areas in SET. The DST and NRF’s Human Capital Development, and the respective DST priority areas sections will take a lead in engaging this section of the population. University students usually establish study fields-based student associations, for example, there is a Postgraduate Students Association for Natural and Agricultural Sciences at the University of Pretoria (PSANA). In universities where such associations exist, they will be requested to develop a programme of action to participate in the NSW.

- Scientists in academia will be encouraged to organize seminars, workshops and public lectures focusing on topics of their choice that are related to the theme or sub-themes of the NSW. The focus could also be on any of the DST’s priority areas or science of the problems that the country and/or world are attempting to tackle (e.g., global change). Scientists wishing to organize seminars, workshops or lectures will be able to access grant funding for that purpose.

- Writing newspaper and magazine articles or opinion pieces, as well as featuring for electronic media interviews is another way in which scientists in academia would contribute to the NSW. The costs associated with
such exercises will be re-imbursed. Scientists offering to contribute in this way will be entitled to honoraria.

- Universities can invite best performing (mathematics and physical science) grades 8 to 12 learners in their catchment area to spend a day on campus. This should preferably be done during a weekend, unless the relevant education authority has authorized the participation of learners during normal learning hours.

The involvement of scientists in the above-mentioned manner will be facilitated through among others, the South African Higher Education Community Engagement Forum (SAHECEF) and the South African National Science Deans Forum. However, where there are partnership projects between the DST and a higher education institution, the project line directorate of the DST will facilitate the involvement of the partnership project in the NSW (e.g. the involvement of the Centres of Excellence will be facilitated by the High End Skills Unit).

(b) National science councils and related institutions

Just like higher education institutions, South Africa’s science councils are integral to science and technology knowledge generation and exploitation, which in turn is a key driver of innovation. The national government invests a significant level of funding in science councils; however, it is believed that many South Africans are less informed about what these institutions do. Science councils and related institutions in question here are: (i) Council for Scientific and Industrial Research - CSIR; (ii) Council for Geosciences - CGS; (iii) Agricultural Research Council - ARC; (iv) Council for Mineral Technology - MINTEK; (v) Human Sciences Research Council - HSRC; (vi) Medical Research Council - MRC; (vii) Water Research Commission - WRC; (viii) South African Nuclear Energy Corporation - NECSA; (ix) South African National Space Agency - SANSA; (x) Technology Innovation Agency; (xi) South African Weather Services - SAWS; and (xii) National Research Foundation - NRF, including its national research facilities.
The involvement of the national science councils in the NSW will among others, create public awareness about their role in STI, as well as create an environment for scientists based at these institutions to communicate with various sections of the society. In particular the critical audiences for the science councils are industry partners and government departments which require technological solutions to improve service delivery. The Committee of Heads of Research and Technology (COHORT) will take a lead in organising activities associated with these relevant stakeholders, while the NSW machinery will provide the necessary publicity, available infrastructure, and coordination. Science councils will be another source of scientists who will write newspaper and magazine articles, as well as present themselves for electronic and print media interviews. In addition, seminars, workshops and roundtable discussions, among others could also be used to communicate science and technology.

Publicity of the work of science councils and national facilities (including science-based careers that are relevant to these institutions) will be captured in brochures and DVDs that will be distributed at strategic points and visitors to the institutions. Where such materials already exist, resources will be made available for the production of additional copies.

Another attempt to familiarise people with the work of the science councils and national facilities will be through family open days. Since the NSW overlaps between two weekends, science councils and national facilities will hold open days during the weekends.

Some of the scientists who participated in the NSW Ten-Year Review study indicated that communicating science to the public is not part of their work, while some felt that absence of incentives is responsible for their failure to participate. In this regard, participation of scientists in any of the ways suggested above will be voluntary.

Participation of science councils will be facilitated through the Committee of Heads of Research and Technology (COHORT). With regard to the National Research
Facilities (under the NRF), there is already an existing structure that coordinates overall advancement of science and technology within the NRF.

(c) Learners in the schooling system

Just above 1.3 million people participated in the NSW over the period 2005 to 2011. About 86% of these were school learners, mainly in the secondary schools. Priority was given to the 500 Dinaledi schools, although a limited number of public schools that were not part of the Dinaledi Schools Project also participated. According to the latest available statistics, in 2007 South Africa had 12,325,364 pupils enrolled in both public and independent schools. The NSW implementation approach used to date did not create sufficient capacity for the majority of the learners in the schooling system to participate.

The approach outlined below will maximize the participation of learners in the NSW without disrupting the teaching and learning. Learners will not have to leave their schools in order to participate in the NSW activities; instead, they will participate in the NSW within their schools and only after the official school hours.

- Local scientists will be invited to develop safe and fun experiments and games that learners can perform or play at their schools. The experiments will mainly use recyclable materials or materials that are easy and cheap to acquire. There will be experiments for primary and secondary school learners. Incentives will be provided to scientists who develop new experiments and/or adapt readily existing experiments for local use. Experiments guidelines will be distributed to all schools. The distribution strategy for the materials to public schools will be developed in consultation with the Department of Basic Education and its provincial counterparts. Regarding distribution to independent schools, guidance will be sought from the Independent Schools Association of Southern Africa (ISASA).
At the end of the five-year period (2013-2017), all the experiments developed by local scientists will be put together to produce a compendium of fun and stimulating experiments for learners. Scientists who made a contribution to the development of the booklet will be acknowledged in the publication.

- Part of the DST’s National Youth Service programme (NYS) entails deployment to schools of young professionals in STEM careers. They will motivate and share information about their careers with the learners. A database of professionals who are prepared to voluntarily visit schools for that purpose is maintained by the South African Agency for Science and Technology Advancement (SAASTA), which implements the NYS. Through the NYS programme, STEM professionals will be deployed to public secondary schools across the country to provide mentorship and act as role models.
- Exposing learners to STEM careers is an integral part of the process to build STEM human capital pipeline. STEM career information materials will be distributed to schools.

(d) Government departments

Additional to the DST, which is the custodian of the South African White Paper on Science and Technology (1996), there are 24 other government departments, which are directly and/or indirectly involved in scientific and technological activities (STAs). In 2009/10, the 25 national departments’ expenditure on scientific and technological activities amounted to R14.8 billion.

- The DST: Each directorate in the DST leads STI awareness initiatives that are aligned to its mandate and objectives. Any directorate of the DST with STI awareness initiatives or other initiatives, which can advance the objectives of the NSW, will ensure that such initiatives are incorporated into the NSW programme. The Emerging Research Areas Unit, which runs the nano science and technology awareness programme, is an
example of a directorate with STI awareness initiatives, while the High End Skills Unit through its Centres of Excellence programme is an example of a directorate whose activities can advance the objectives of the NSW.

- **Other government departments with STAs:** Two ways in which these departments will enhance the NSW have been identified: (i) some of the departments conduct science-based awareness activities. Such departments will be requested to use the NSW as another vehicle of conveying messages they seek to take to the people. The Department of Environmental Affairs for instance, can use the NSW to disseminate further information on its existing Global Climate Change and Ozone Layer Protection campaign; (ii) usage of technology innovation to enhance service delivery. The service delivery-enhancing role of such technologies will be used in helping people realise the power of STI. One good example is the Department of Home Affairs, which has deployed mobile offices that are linked to the central server through satellite technology. This enables citizens at remote sites to be issued with identity documents such as birth certificates without having to go to a formal Home Affairs office. The impact of this technology includes among others, savings in time and transport costs that would have been incurred by citizens when travelling to the nearest Home Affairs office; and (iii) the Department of Sports and Recreation offers a great potential for communicating STI to the people. The local science centre community for instance, has exhibits that communicate the science and mathematics of soccer. In collaboration with the Department of Sports and Recreation, attempts will be made to use popular sporting codes to communicate STI to the people.

(e) **Science centres, natural history museums and interpretation centres**

- **Science centres:** Of the various institutions involved in organising activities celebrating the NSW, science centres are the only institutions whose full-time responsibility is the promotion of STI to the people. According to the Ten-
Year Review study, science centres were the only institutions that are consistent in their involvement in the NSW. There are currently 30 science centres in South Africa, with each province having at least one science centre. Science centres will include the NSW in their annual plan of activities instead of the existing practice where their involvement in the NSW is treated as if they are doing outsourced contract work for the DST. A two-tier process will be followed to achieve this: (i) annually, the DST provides science centres with Programmatic Support grant funding. The Programmatic Support grant funding will be adjusted accordingly to cover science centres’ NSW programme; and (ii) the Southern African Association for Science and Technology Centres (SAASTEC), which is an umbrella body for local science centres, will develop a national plan that will guide the activities of science centres during the NSW.

- **Natural history museums:** Exhibits in these museums cover various scientific topics, therefore provide additional readily available tool to communicate science to the people. South Africa currently has 14 natural history museums that are spread across 6 provinces. In the past editions of the NSW, no formal arrangements were put in place to facilitate the participation of the natural history museums in the NSW; hence, there was no visible participation of these institutions. The objectives of the NSW will be enhanced by using existing education, public and outreach programmes at the museums. The actual plan will be generated with the natural history museums; one option to could be to seek the assistance of the departments concerned to drive the process.

- **Interpretation centres:** Some of the interpretation centres hosts have scientific significance or relevance. Such centres will be identified and negotiations held with them establish the best ways in which they can advance the objectives of the NSW. Maropeng at the Cradle of Humankind World Heritage site, for instance, uses fun approaches to relate stories of the evolution of life and origins of humankind. Moreover, the palaeosciences has been identified as an area of geographic advantage in the NRDS, in which South Africa should aim at achieving international research excellence.
(f) Decision-makers or politicians

Steps will be taken to use the NSW to establish a foundation to expose decision-makers or politicians in the National Assembly and the National Council of Provinces to some developments in STI, particularly the work led by government. The route to be followed will entail: (i) inviting members of the Portfolio Committee on Science and Technology to NSW activities; (ii) between 2013 and 2017, a permanent science and technology subject area in the Parliamentary Library will be launched. Currently, the Parliamentary Library is arranged into 11 clusters or subject areas. There is no science and technology cluster or subject area; and (iii) setting up an exhibition in the library of the Parliamentary precinct during the NSW (if possible).

(g) Industry

*Technology and innovation business seminars:* Technology and innovation dictate the behaviour of industry as they seek to achieve their businesses objectives. This takes various forms, including, how technology and innovation enables businesses to improve the way they do business, as well as how they attempt to keep up with the needs of their clients by introducing new products to the market. In this regard, business seminars will be organised in collaboration with some graduate business schools where technology and innovation-based businesses will tackle relevant topics. Such seminars will also delve into global challenges brought about by the use of technology and innovation in businesses, including how affected businesses intend to be part of the solutions to such challenges. In this context, technology and innovation-based industry could, for example, discuss how they intend to contribute to green growth and green innovation.
Partnerships with the media will be sought. Different forms of media platforms will be used to target specific audiences. The NSW media activities will include, but not limited to the following:

- **Radio:** With an estimated 10 million radio sets in South Africa, and a number of listeners estimated to be far higher than this, radio remains a biggest source of information for both rural and urban population. Two ways will be followed regarding the use radio in the build up to and during the NSW: (i) based on the size of listenership and type of audience sought to be reached, radio stations that host talk shows will be approached to incorporate STI topics in their talk show programmes (during the NSW). This will offer the public and professionals an opportunity to share their views on STI matters. “The John Robbie Show” on Talk 702, a station with a listenership of about 538 000 people is one such example; and (ii) the public broadcaster has up to 11 radio stations that broadcast in various local languages. These stations have scheduled education and/or science and technology programmes that have been used successfully over the past three editions of the NSW (2009-2011). Media plans for the radio platform will be developed. This will also include the Government Communications and Information Systems (GCIS) radio services with a link-up to community radio stations. Scientists from academia and science councils will be deployed for interviews at these radio stations. Commercial radio stations such as Radio Metro, 5FM, Goodhope, HeartFM and Kaya FM will also form part of the media platforms to popularise NSW.

- **Television:** Partnerships will be sought with the public broadcaster the South African Broadcasting Corporation (SABC) to secure the incorporation of STI activities in their television flagship education programmes. Targeted programmes are: (i) youth education such as Teenagers on Mission (TOMZ); and (ii) public information and social
development. Further partnerships will also be sought with free-to-air television station etv.

- **Out-of-home (OOH) media:** This method of communication, which entails targeting people at public places, people in transit or waiting in commercial places, offers a window of opportunity to expand the reach of the NSW. For instance, Rank TV that takes the form of giant television screens located at major transport nodes nationally is estimated to reach an unduplicated 2.5 million daily audience and the big screen at the Johannesburg Park Station offers another opportunity. Appropriate formats of OOH will be identified for use in the NSW.

- **Print media articles:** Selected messages, including scientists’ interviews and written opinion pieces will be published in: (i) newspapers and magazines; and (ii) stakeholders’ in-house magazines and newsletters. Higher education institutions and organised labour newsletters are some of the examples that could also be used.

- **Science journalism capacity building:** The DST has initiated a Science Journalism training programme for journalists and media with SANEF, the University of Stellenbosch and Rhodes University. The initial training programme was held at the University of Stellenbosch and was over-subscribed. This training programme will also include journalists from community radio stations in the different provinces. A formal training programme on science journalism will be developed following reviews of the current initiative. Appropriate international partners will be secured to enhance the training. A potential partner already identified is the United Kingdom National Commission for UNESCO (UKNC), which encourages development of science communication in developing countries through among others, building the professional skills of science journalists and other communication specialists.

- **Social media** has become a common communication and publishing platform in the world, and South Africa has not been left behind. An effective way of exploiting opportunities offered by social media to promote awareness of and public engagement with SET will be
established. The plan will revolve around three most popular types of social media, viz. Facebook, Twitter and Mxit. These constitute untapped potential, in the light that in 2011, there were about 10 million people active Mxit users in the country, with about 1.1 million on Twitter and approximately 4.2 million on Facebook.

- **Performing arts:** A significant section (both young and old) of the population is unable to participate in the NSW because of time constraints. It is therefore useful to tap into people’s leisure time to spread the STI message. Listening to radio or watching television could well be considered one common way of relaxing and spending some quality time. In this regard, performing arts in the form of popular television and radio serials (drama and soaps) have been identified as a vehicle to convey the NSW message to the masses. Existing popular television serials include Generations (SABC 1 channel) and Sewende Laan (SABC 2 channel), which are with a daily viewership of 4.9 million and 2 million people, respectively, to name a few. Arrangements will be made with the producers of selected popular television and radio serials to integrate STI activities in episodes broadcasted or aired in the build up to and during the NSW.

### 2.5 Taking advantage of the country’s Indigenous Knowledge strength

Indigenous Knowledge (IK) is one of the scientific areas in which South Africa has knowledge advantage. If adequately explored, IK could help people to connect and appreciate science, technology and innovation (STI). This concept will be taken further by focusing on three areas in which the DST has interest: (a) exposing the public in general to the existing bio-prospecting research programme led by the CSIR. The programme is about searching and finding sustainable use of chemical and genetic components of biodiversity and indigenous knowledge; (b) Due to its astronomy geographic advantage, South Africa is involved in various efforts to make the country an international astronomy research destination, mainly through the development of astronomy research infrastructure in the Northern Cape. There are already some astronomy awareness
activities taking place at a small scale in the country, which will be strengthened through the NSW by intensifying and/or incorporating the indigenous knowledge perspective on astronomy; and (c) South Africa’s hosting of the 17th Conference of the Parties (COP17) to the United Nations Framework Convention on Climate has created curiosity in many citizen’s minds. Building on the momentum created, further discussions on the science of global climate change will include the science of some traditional practices (with link to climate change) that were used in the past and still used by some communities to manage the ecosystem.

2.6 Piloting the concept of “science and technology literacy of the workplace”

The working environment provided by science-based industries is a potential platform to connect the public to STI. South Africa’s chemicals industry, which includes, fuel and plastics fabrication as well as pharmaceuticals dominates manufacturing in the country and is said to account for over half the jobs created by the manufacturing sector as a whole.

The implementation of the NSW during the period 2013-2017 will include testing the feasibility of using workplace activities as a base for communicating STI to the workers. The exact format of the exercise will be thrashed out with the stakeholders such as organised labour and employer organisations. This could involve workers sacrificing 30 minutes of their lunchtime on one of the days during the NSW to participate in a special session led by the technical team members in the business organisation. The intended outcome of this approach is to make workers aware of the science linked to their own work environment and the science-based skills required by their work environment.

2.7 Profiling Mathematics

Prompted by the role of mathematics in the development of science and technology, the NSW will visibly profile mathematics. Such a campaign will be structured with the intention to:
• highlight some scientific and technological breakthroughs that were achieved by employing mathematical modelling techniques. Such examples exist in life sciences, engineering and physics, among other, and
• enhance mathematics education by shaping the views of learners, parents and educators on the significance of mathematics in studying science and pursuing SET careers, as well as showing that learning mathematics can be fun and enjoyable, to everyone.

The South African Mathematics Foundation (SAMF), which brings together the Association for Mathematics Education of South Africa and South African Mathematical Society, will serve as the custodian of profiling mathematics within the NSW.

2.8 Branding and publicity of the NSW

Implementation of the NSW will be accompanied by a strong publicity campaign aimed at: (a) creating awareness about the NSW. The intention is to get the public to become aware of the NSW; and (b) building the NSW brand image. In order to achieve this, the DST’s Science Communication Subprogramme will develop an appropriate communication strategy that will be revised or updated when deemed suitable over the five-year period. The strategy will among others, provide guidance on the manner in which the national launch events of the NSW will be handled.

2.9 Promoting cooperative government

Over the past years, the DST was consistent in ensuring that the NSW was implemented in a manner that upholds the constitutional principles on cooperative government and intergovernmental relations. Progress made to date in this regard includes incorporation of the NSW in some of the provinces’ calendar of events and resource allocation plans. Building further on the foundation already in place, provinces and the Cabinet will be informed annually about the forth-coming edition of the NSW. Relations with provinces will be cemented further by continuing with the practice where provinces host the NSW
national launch events in rotation and provincial launches will remain the discretion of the respective provinces.

2.10 Production and distribution of subject content material

Posters, comic strips, DVDs and brochures are among the available options of subject content materials that will be produced and distributed as part of the NSW celebrations. The scientific content and structure of the material will be informed by the theme of the NSW and the target audience. Attention will be given to the distribution strategy of each type of the material.

2.11 Public libraries

National libraries offer another untapped approach to reach out to the public. South Africa has a network of about 1 200 public libraries. While a full programme on the participation of libraries in science and technology awareness will be developed in collaboration with the public libraries, the approach to be considered will include: (a) setting up of exhibitions at the foyers of the libraries; and (b) digital information screens projecting relevant science and technology images.

2.12 Establishing partnerships with relevant non-governmental organisations

Non-governmental organisations whose work can enhance the objectives of the NSW will be brought on board to advance the objectives of the NSW. Examples of such organisations are AfricaBio (which seeks to promote the safe, ethical and responsible research, development and application of biotechnology and its products) and the Shuttleworth Foundation.

2.13 Mobile outreach services

A national database of organizations and individuals with appropriate mobile facilities will be established, including those organizations and individuals who have been part of
previous editions of the NSW. Such organizations will be deployed to conduct activities at strategic points: (i) under-serviced areas, particularly rural areas and townships; and (ii) mass visitation points such as shopping malls and taxi ranks. Among activities that the mobile services will take to the targeted areas are exhibits and science performances or demonstrations.

2.14 Incorporating international cooperation

The DST has partnership projects with other countries because of bilateral agreements between countries or resolutions of regional bodies’ programmes. Besides involvement in science, technology and innovation regional activities, the DST has bilateral cooperation agreements with several countries. There have been instances were the DST and some of such countries agreed on joint celebration to among others, mark some progress in their joint projects, for example, 2012 has been declared South Africa - German Year of Science. Where there are such joint celebrations planned, the DST’s International Cooperation and Resources Programme, which drives the Department’s international relations agenda, will consider incorporating some activities into the NSW programme. In the event that the planned joint activity is a weeklong or less, the feasibility of conducting it within the NSW will be explored.

3 MODEL FOR COORDINATING STAKEHOLDERS’ INVOLVEMENT

A three-tier coordination model will be followed to facilitate the involvement of various stakeholders or participants described by this project implementation strategy:

(a) The traditional approach, which has been used since the inception of the NSW, will be retained. Annually, an open call for proposals will be announced inviting individuals and organisations to submit their plans on the NSW activities they intend organising. Guidelines for compiling and submitting the proposals will indicate which individuals and organisations are should respond to the call.

(b) In order to intensify the involvement of all the sections of the DST and the Department’s strategic partners, affected directorates (of the DST) will take full
responsibility to facilitate the involvement of their external project partners. As alluded to earlier for instance, the High End Skills Unit will facilitate the involvement of the Centres of Excellence based at different higher education institutions.

(c) The DST and/or SAASTA will approach and negotiate with some of the stakeholders in order for certain participation approaches mentioned in this plan to take effect. One such example is the use of performing arts, which requires negotiations with the producers of the drama or soap.

The Science and Youth Unit of the DST and SAASTA will ensure that the activities that are part of the NSW celebrations are aligned to the objectives, as well as the theme of the initiative.

4 PROJECT INSTITUTIONAL ARRANGEMENT

Implementation of this plan will be a collective involvement of various stakeholders and/or participants. This section (of the implementation strategy) describes the responsibilities of organisations, which based on the model for coordinating stakeholders’ involvement, will facilitate the involvement of all stakeholders and/or participants, as well as create an enabling environment for their involvement.

4.1 Department of Science and Technology (DST)

The DST will:

- develop and implement a comprehensive communication strategy for the NSW;
- facilitate inter-departmental and inter-governmental relations to advance the objectives of the NSW;
- where necessary, approach certain stakeholders or participants for their involvement in the NSW;
• provide leadership on the evaluation of the NSW, including the description of performance indicators;
• provide the core funding for the NSW;
• organise activities for decision-makers; and
• in instances where there are partnership initiatives in which the DST is involved (for example, the Centres of Excellence based at some of the higher education institutions), the DST will facilitate the involvement of such initiatives in the NSW.

4.2 South African Agency for Science and Technology Advancement (SAASTA)

SAASTA, a business unit of the National Research Foundation (NRF) in its capacity as a national coordinator and implementing agency of the NSW will have the following responsibilities:
• collaborate with relevant stakeholders in the setting up of systems required to deliver the NSW Implementation Strategy (2013-2017);
• disburse funds allocated by the DST for the implementation of the NSW in various appropriate forms that are congruent to the NSW implementation strategy, for example, honoraria and/or grant funding to qualifying individuals and institutions;
• support the DST in other activities linked to the NSW, when such need arises;
• design, in consultation with the DST appropriate instruments to monitor NSW activities;
• ensure that all the National Research Facilities in the NRF stable incorporate NSW celebrations in their annual plans;
• annually establish a team drawing its members from local science communicators to represent South Africa in inter-governmental or cross-border science awareness initiatives to which the DST is invited to participate; and
• provide regular update to the DST on the progress regarding preparations for each edition of the NSW to be implemented in terms of this plan.
5 FUNDING REQUIREMENTS

DST’s funding will continue to be the source of the core funding for the NSW. However, any other interested parties are encouraged to enhance the objectives of the NSW by providing additional resources (financial or in-kind support).

SAASTA will make available relevant information on how stakeholders and/or participants can access the allocated.

6 RISK MANAGEMENT

Annexure A depicts a risk management plan regarding the implementation of the NSW implementation strategy.

7 EVALUATION

The evaluation of the NSW will take place at three levels:

(a) process evaluation: It will assess aspects related to the various implementation approaches identified by this plan, the reach of the NSW and the quality of the NSW activities.

(b) impact evaluation: The focus will be on the effect of the NSW on the people or stakeholders, in the context of the predetermined objectives. Media monitoring will also be used to gauge the performance of the media campaign.

(c) outcome evaluation: The NSW is part of the broader STI awareness and engagement programme of the DST, which has clearly defined goals. The outcome evaluation will assess the contribution of the NSW to the overall goals of the DST’s STI awareness and engagement programme.

The data necessary for the three levels of evaluation will be captured through the use of an electronic tracking system. Such data will be analysed annually and/or in line with the measuring approach indicated depicted by Annexure B (project logic model).
Annexure B presents project logic model will form the basis of the NSW evaluation planning.
<table>
<thead>
<tr>
<th>Risk</th>
<th>Response Strategy</th>
<th>Response Action</th>
<th>Responsibility</th>
<th>Interval or Milestone Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient human resource capacity within the NRF/SAASTA to set up a national system to implement the NSW implementation strategy</td>
<td>Mitigation</td>
<td>The DST will provide support where necessary</td>
<td>DST</td>
<td>Annually</td>
</tr>
<tr>
<td>Monitoring the NSW activities</td>
<td>Mitigation</td>
<td>Appropriate instruments will be developed and where necessary, the some components of the process will be outsourced</td>
<td>DST and NRF/SAASTA</td>
<td>Annually</td>
</tr>
<tr>
<td>Introduction of previously untried approaches in South Africa</td>
<td>Mitigation</td>
<td>Securing buy-in of key stakeholders and role players</td>
<td>DST</td>
<td>Annually</td>
</tr>
</tbody>
</table>

(#212557 Hummingbird)  
(#389855 Alfresco)
<table>
<thead>
<tr>
<th>Project Objectives</th>
<th>Key Activities</th>
<th>Outputs</th>
<th>Impact</th>
<th>Outcomes</th>
<th>Measuring Approach</th>
</tr>
</thead>
</table>
| Serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DST and other government departments in enabling research, development and innovation | • Activities driven by higher education institutions, government departments with STAs, science councils  
• Conduct science communication through electronic & print media  
• Communicating STI through performing arts  
• Deploy mobile outreach services to strategic points  
• Conduct science communication through social network  
• science centre-based awareness & engagement programmes | • 5 million people exposed to local scientific & technological innovations, as well as DST’s work through media and related activities in 2013, followed by annual growth of 15%  
• 1 million participated in the NSW activities exposing them to local scientific & technological innovations, as well as DST's work in 2013, followed by annual growth of 10% | People have insight of local scientific & technological innovations and the work of the DST | Contribution of the NSW to a society that understand and values STI, as well as appreciating their critical roles in ensuring national prosperity and a sustainable environment | • Annual generation of feeder participation data (in the NSW) that will be captured and processed electronically. The data will feed into: (a) two surveys conducted within a 5-year period (preferably in 2014 & 2016); and (b) impact evaluation study in 2018/19 financial year  
• Annually establishing the viewership, listenership of electronic media and readership of print media used in the NSW |
| Popularise science to the broader South African society                           |                                                                                                                                                                                                             |                                                                                                  |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                   |
| Familiarise targeted communities with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens | Additional to the above:  
• Pilot workplace science literacy concept  
• Use IKS to promote STI  
• natural museums-based activities  
• interpretation centres-based programmes | Same as above                                                                                                                                                                                                 | People have insight of scientific links to their environment |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                   |
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<th>Outcomes</th>
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</tr>
</thead>
</table>
| Make STEM appealing to learners, such that they consider SET as preferable career options | • Develop & distribute to schools safe & fun experiments /games  
• Conduct role modelling campaign at schools  
• Targeted distribution of SET career information  
• Profile mathematics | All 500 Dinaledi schools reached in 2013 & at least 40% of the non-Dinaledi schools reached by 2017 | • Positive change in preferences for mathematics & physical science subjects when learners enter Grade 10  
• Choice of higher education SET studies by school leavers | Contribution of NSW to the development SET human capital pipeline | • Annual tracking of a representativ e sample of learners & students who participated in NSW  
• Recording schools participating in NSW |