



**National  
Research  
Foundation**

## **Invitation to Quote**

**YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS LISTED IN THIS DOCUMENT**

**Quote Number NRF/ EVENT MANAGEMENT/2022**

### **SHORT DESCRIPTION OF REQUIREMENT**

THE APPOINTMENT OF A CONFERENCE ORGANISER FOR THE 2022 ANNUAL GATHERING OF SCIENCE GRANTING COUNCILS UNDER THE AUSPICES OF THE SCIENCE GRANTING COUNCILS' INITIATIVE IN SUB-SAHARAN AFRICA (SGCI) AND THE GLOBAL RESEARCH COUNCIL DURING 4-9 DECEMBER 2022 IN CAPE TOWN, SOUTH AFRICA

<b>INVITATION TO QUOTE (SBD 1A)</b>			
<b>Quote Number</b>		<b>NRF/ EVENT MANAGEMENT/2022</b>	
<b>Closing Date and Time (as per NRF systems)</b>		<b>09 SEPTEMBER 2022 @ 16:00 (SAST)</b>	
<b>HIGH LEVEL SUMMARY OF REQUIREMENTS</b>			
<p>The NRF invites project proposals from professional events and conference organising service providers with proven experience and track record to support the hosting of the 2022 annual gathering of Science Granting Councils in Sub-Saharan Africa convened under the auspices of the Science Granting Councils Initiative in Sub-Saharan Africa (SGCI) and the Global Research Council. The convenings include the SGCI Annual Forum, SGCI academic symposium, Global Research Council Regional Consultative Meeting, and Associated Events and will be held on 4-7 December 2022 in Cape Town International Convention Centre (CTICC), South Africa, and in parallel to the World Science Forum held on 6-9 December 2022.</p>			
<b>RESPONSE DOCUMENTS ARE DELIVERED VIA EMAILS:</b>			
<b>EMAILS ADDRESS:</b>		<b>Electronic Submission Only</b>	
<a href="mailto:VS.Sithole@risa.nrf.ac.za">VS.Sithole@risa.nrf.ac.za</a>			
<b>Bidding procedure enquiries may be directed in writing to:</b>		<b>Technical information may be directed in writing to:</b>	
Section	Supply Chain Management	Section	Strategic Partnerships
Contact person	Vutivi Sithole	Contact person	Tshegofatso Makete
E-mail address	<a href="mailto:VS.Sithole@risa.nrf.ac.za">VS.Sithole@risa.nrf.ac.za</a>	E-mail address	<a href="mailto:T.Makete@nrf.ac.za">T.Makete@nrf.ac.za</a>

<b>SUPPLIER INFORMATION</b>	
<b>Name Of Bidder</b>	
<b>Postal Address</b>	
<b>Street Address</b>	
<b>Telephone Number</b>	

<b>SUPPLIER INFORMATION</b>					
Code		Number			
<b>Cell Phone Number</b>					
Code		Number			
<b>Facsimile Number</b>					
Code		Number			
<b>E-Mail Address</b>					
<b>VAT Registration Number</b>					
<b>Tax Compliance Status</b>	Tax Compliance System PIN		<b>OR</b>	Central Supplier Database No.	MAAA
<b>B-BBEE Status Level Verification Certificate</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE Status Level Sworn Affidavit</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE status level verification certificate/ sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE]</b>					
<b>Are you the accredited representative in South Africa for the goods /services/works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		<b>Are you a foreign-based supplier for the goods/services/ works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
Is the entity a resident of the Republic of South Africa (RSA)?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a branch in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have a permanent establishment in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the entity have any source of income in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the entity liable in the RSA for any form of taxation?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 below.					

## TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

### 1. BID SUBMISSION:

1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official forms provided–(not to be re-typed) or in the manner prescribed in the bid document. Bid pages are bound to minimise risk of lost pages.
1.3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions Of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.

### 2. TAX COMPLIANCE REQUIREMENTS

2.1	Bidders must ensure compliance with their tax obligations.
2.2	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
2.3	Application for tax compliance status (TCS) pin may be made via e-Filing through the SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
2.4	Bidders may also submit a printed TCS certificate together with the bid.
2.5	In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.
2.6	Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
2.7	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.

### 3. TWO ENVELOPE SYSTEM

**No**

### 4. VALIDITY PERIOD FROM DATE OF CLOSURE

60 days

### 5. THE BIDDING SELECTION PROCESS

#### **Stage 1 – Compliance to submission requirements**

Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document.

#### **Stage 2 – Evaluation of Bids against Technical Specifications**

**Bidders achieving the minimum threshold in the specification to enter the Price/Preference scoring stage:**

#### **Stage 2A – Evaluation of Bids against Specifications including Quality**

The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set as in Section D.

#### **Stage 2B – Due Diligence Interviews or Proof of Delivery/Concept against Specifications**

## TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

Where circumstances justifies it, the NRF conducts interviews with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage.

### Stage 2C – Due Diligence Research

The National Research Foundation confirms the recommended bidder(s)'s reference letters with referees to confirm the recommendation(s).

### Stage 3 – Price/Preference Evaluation

#### Basis of fair competition:

The NRF compares each bidder's pricing proposal on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid's pricing requirements including the application of fair pricing tests as set out below in the section "Insufficiency of Funds".

#### Ranking of the bidders pricing:

The NRF ranks the qualifying bids on price with lowest priced Bid receiving the maximum points (either 80 or 90) and the remainder ranked in relation to the lowest priced bid. The NRF adds the bidders' claimed preference points as verified to the submitted preference claim form (SBD 6.1) to provide the final ranking for the award decision.

### Stage 4 – Checking Tax Compliance

#### Stage 4A – Taxpayers Resident in South Africa

The NRF notifies the recommended bidder in writing where their tax compliance check reflects that they are non-compliant and provides the recommended bidder seven (7) working days to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement with SARS to meet their outstanding tax obligations. Failure to deliver such written evidence of compliance results in the rejection of that recommended bid.

#### Stage 4B – Non-Resident Foreign Bidders

Where foreign bidders are submitting a bid, they complete all sections of the SBD1 especially the tax questionnaire. The NRF submit the Foreign Bidder's completed SBD1 to the South African Revenue Service to obtain from the South African Revenue Service the Confirmation of Tax Obligations letter. Where South Africa Revenue Services does not issue the letter, Stage 4A applies in clearing the reason for not receiving the letter.

### Stage 5 – Award and Contract Signing

The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

## 6. ACKNOWLEDGEMENT OF READING EACH PAGE

The bidder warrants by signature in this document that the bidder has read and accepts each page.

## 7. CENTRAL SUPPLIER DATABASE REGISTRATION

## TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

Bidders are requested to register on the Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the NRF to verify the supplier's tax status on the Central Supplier Database.

### 8. CLARIFICATION

If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above. The National Research Foundation does not provide the origin of the request to any party.

### 9. RESPONSE PREPARATION COSTS

The NRF is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### 10. COLLUSION, FRAUD AND CORRUPTION

Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

### 11. FRONTING

The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting". Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

### 12. DISCLAIMERS

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.

### 13. CANCELLATION OF THE QUOTATION PRIOR TO AWARD

**Procurement not required:** The NRF cancels the Bid Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document.

**No Acceptable Quotations:** The NRF cancels the Quotation Invitation prior to making an award if it receives no acceptable bids i.e. that do not meet the minimum requirements set out in this document.

**Invalid Bid Procedure:** The NRF cancels the Quotation Invitation prior to making an award if a material irregularity occurred in the bid process.

**Insufficiency of Funds or Quotations not within a fair price range:** The NRF cancels the Quotation Invitation

<p>prior to making an award if the funds are no longer available to cover the total envisaged expenditure or if the price offered by the bidder scoring the highest points is not market related.</p> <p>The NRF conducts fair pricing tests to arrive at an opinion of reasonableness of the bid price offered. Where these tests reflect pricing outside of the established fair price range, the evaluators may recommend price negotiation. The NRF only negotiates price, and no other component, with the winning bidder or, where that bidder refuses negotiation, with the next ranked bidder in the price/preference ranking until a market related price is achieved.</p>
<b>SBD 1 SIGNATURE</b>
<b>NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.</b>
<b>SIGNATURE OF BIDDER:</b>
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b> (Proof of authority must be submitted e.g. company resolution)
<b>DATE:</b>

<b>SCOPE OF WORK</b>
<b>INTRODUCTION TO THE NRF</b>
<p>The National Research Foundation Act, Act 23 of 1998, establishes the National Research Foundation (“NRF”) as the juristic person that makes this bid invitation and will contract with the awarded bidder. The Public Finance Management Act classifies the organisation as a Schedule 3A Public Entity.</p>
<b>CONTEXT OF THIS PROCUREMENT</b>
<p>The Science Granting Councils Initiative in Sub-Saharan Africa (SGCI) was launched in April 2015 to strengthen the capacities of Councils to support research and evidence-based policies that can contribute to economic and social development. <i>Box 1</i> presents the 17 SGCI participating countries in Eastern, Western and Southern Africa that have partnered with the SGCI to implement the Initiative. The SGCI is supported by the following funding partners: United Kingdom’s Foreign, Commonwealth and Development Office (FCDO), Canada’s International Development Research Centre (IDRC), South Africa’s National Research Foundation (NRF), the Swedish International Development Cooperation Agency (Sida), the German Research Foundation (DFG) and the Norwegian Agency for Development Cooperation (Norad). The NRF and IDRC oversee the implementation of the Initiative.</p>
<div style="border: 1px solid black; padding: 5px;"> <p><b>Box 1: SGCI participating countries</b></p> <p>Kenya, Rwanda, Uganda, Tanzania, Ethiopia, Côte d’Ivoire, Burkina Faso, Senegal, Sierra Leone, Ghana, Nigeria, Zambia, Mozambique, Malawi, Namibia, Zimbabwe, Botswana</p> </div>

### Box 2: SGCI-2 Themes

**Theme 1** – Strengthening the ability of Science Granting Councils to manage research

**Theme 2** – Strengthen the Capacity of Science Granting Councils to use of data and evidence in policy and decision making

**Theme 3** – Supporting the ability of Science Granting Councils to fund research and innovation

**Theme 4** – Supporting strategic communications, uptake of knowledge outputs and networking

**Theme 5** – Strengthening the capacities of Science Granting Councils in gender and inclusivity

The SGCI has been implemented in two phases: SGCI-1 (2015-2020) and SGCI-2 (2018-2025). SGCI-1 focused on strengthening the ability of the Councils to: a) manage research; b) design and monitor research programs, and to formulate and implement policies based on the use of STI indicators; c) support knowledge exchange with the private sector, and; d) establish partnerships among Councils and with other science system actors. SGCI-2 is deepening ongoing work with the Councils in areas related to those covered under SGCI-1. Several dimensions have been included to give effect to research excellence, strategic communications/ uptake of knowledge outputs, gender equality and inclusivity, engaging with research performing institutions, and

private sector engagement. **Box 2** presents the SGCI-2 themes. Capacity strengthening and other forms of technical support are achieved through customized coaching as well as group training courses and workshops implemented by teams of Collaborating Technical Agencies (CTAs) (either in-person or based on online platforms). Research projects are also funded jointly with participating Councils and managed either by the Councils or through a CTA. In addition, the SGCI provides opportunities for peer-to-peer exchange and learning between and among staff of Councils.

Since the inception of the SGCI, the Initiative convenes several activities that serve to support peer learning, experience sharing, and engagement amongst councils and with other actors in STI. The convening that pertains to this procurement is described below:

### SGCI Annual Forum, Global Research Council Regional Consultative Meeting, and Associated Events

On annual basis, the African SGCs have hosted an annual series of high-level dialogues and engagements to strengthen partnerships, share experiences and practices on a range of emerging topics, and network amongst themselves and with other science system actors within and outside the African Continent. Chief among this annual series of events are the SGCI Annual Forum and the GRC Africa Regional Consultative Meeting. During this time, an opportunity to host associated events is also presented. Collectively, this annual African science granting councils week leverages partnerships and existing networks to catalyse conversations and actions that support the strategic implementation of SGC mandates, and regional and international cooperation.

The SGCI Annual Forums are designed to support and strengthen the voice and views of Councils; and contribute to key STI policy debates at national, regional, and continental levels. To facilitate sharing of lessons and good practices, the SGCI commissions a state-of-the-art paper to be presented as a masterclass on topics or themes of interest for Africa's development. A collaborating technical agency, the Scinnovent Centre leads in the conceptualisation of the masterclass papers. The hosts and themes for 2015 – 2021 of the SGCI Annual Forum are listed below:

Year	Host	Theme
2021	Virtual Research Council of Zimbabwe (RCZ), Ministry of Tertiary Education, Research, Science and Technology (Botswana), and Fonds National de la Recherche et de l'Innovation pour le Development (FONRID), Burkina Faso	November 2021: Public engagement and social inclusion in research and innovation
		March 2021 (2020): Ethics and Integrity in Research and Innovation
2019	Dar es Salaam, Tanzania Tanzania Commission for Science and Technology	Open science in research and innovation for development



	(COSTECH), Tanzania	
2018	<b>Abidjan, Côte d'Ivoire</b> Programme d'appui stratégique à la recherche scientifique (PASRES), Côte d'Ivoire	New Approaches to Funding Research and Innovation in Africa
2017	<b>Livingstone, Zambia</b> National Science and Technology Council (NSTC), Zambia and the National Commission for Science and Technology (NCST), Malawi	Effective Public-Private Partnerships in Research and Innovation in Africa
2016	<b>Maputo, Mozambique</b> Fundo Nacional De Investigacao (FNI), Mozambique	Investing in Research Excellence in Africa
2015	<b>Swakopmund, Namibia</b> National Commission for Research, Science and Technology (NCRST), Namibia	SGCI implementation strategy

The Global Research Council (GRC), established in 2012, is a virtual organization comprised of heads of research councils (HORCs) from around the world, committed to support mutually acceptable paths to greater international research collaboration. To ensure a globally consultative process among research funding agencies, the GRC annually holds a set of regional meetings (Africa, Americas, Asia Pacific, Europe, and Middle East/North Africa) as well as an annual global meeting to gather input from the different world regions and to agree on guidelines and principles by which multinational research collaboration can be enhanced. The GRC Africa regional consultative meetings are held in November/December, annually and are attended by African Heads of Research Councils and its primary aim is to facilitate and coordinate deliberations and input on the main themes identified by the GRC Governing Board. The hosts and themes for 2015 – 2021 GRC regional consultative meetings are listed below:

Year	Host	Topics
2021	Programme d'appui stratégique à la recherche scientifique (PASRES), Côte d'Ivoire and NRF (South Africa)	Research ethics, integrity, and culture in the context of rapid results research Science and technology workforce development
2020	Programme d'appui stratégique à la recherche scientifique (PASRES), Côte d'Ivoire and NRF (South Africa)	Focus on regional peer learning and experience sharing.
2019	Tanzania Commission for Science and Technology (COSTECH), Tanzania and NRF (South Africa)	Public engagement Mission-orientated research
2018	Programme d'appui stratégique à la recherche scientifique (PASRES), Côte d'Ivoire and NRF (South Africa)	Expectations for societal and economic impact
2017	National Science and Technology Council (NSTC), Zambia and the National Commission for Science and Technology (NCST), Malawi	Science Diplomacy Merit Review
2016	Fundo Nacional De Investigacao (FNI), Mozambique and NRF (South Africa)	Capacity building and connectivity among granting agencies worldwide The dynamic interplay between fundamental research and innovation
2015	National Commission for Research, Science and Technology (NCRST), Namibia and NRF (South Africa)	Equality and Status of Women in Research Interdisciplinarity

The SGCI Annual Forum and GRC Regional Consultative Meetings are often hosted by the same SGC. This convening brings together participants from a broad representation of stakeholders, including: (i) representatives from the

Science Granting Councils (ii) researchers from different disciplines (iii) SGCI collaborating Technical Agencies (CTAs) (iv) funders of the SGCI and (v) other invited guests. To further leverage on these conversations, additional associated events are also held during the same week.

### CONTRACT PERIOD

The contract period for this bid contract is for the duration of the underlying event until completed and signed off.

### DESCRIPTION OF GOODS/DETAILED SPECIFICATION

The successful organisation will be required to plan, coordinate, manage and bring the 2022 Annual Gathering of SGCs to be held in Cape Town ICC, South Africa on 4-7 December 2022 to a satisfactory conclusion, in accordance with the NRF guidelines and specifications. This coordination will interface with the engagement of some delegates to participate in the World Science Forum from 6-9 December 2022.

This annual series will include the following convenings on 4-7 December 2022:

- SGCI Annual Forum
- SGCI academic symposium
- SGC governance meetings
- GRC Africa Regional Consultative Meeting
- High-level convening on early career researcher development in the post-PhD phase
- The Partnership for skills in Applied Sciences, Engineering and Technology (PASET) ministers meeting
- International Institute for Applied Systems Analysis (IIASA) 50th Anniversary Celebration
- Africa Open Science Platform (AOSP) convening
- NRF/NWO workshop

#### SPECIFIC ACTIVITIES

The conference organiser will be required to support with the following specific activities, for the suite of events, including approximately 160 delegates altogether.

#### Planning, Administration and General Management

- Work with the NRF and additional co-organisers, especially the SGCI Initiative Management Team, under the NRF's leadership to plan and administer the suite of events. *This may include additional direct contracting with co-organisers to support specific activities, including management of travel logistics for participants.*
- Liaise with the NRF to develop a project timeline, identifying all the tasks and assigning roles to specific persons together with dates and milestones as well as status and results achieved.
- Establishing support structures as required in assisting with the effective and efficient coordination of designated event activities.
- Obtain and update quotations from suppliers, as indicated by NRF partners, for consideration by the NRF.
- Identify and arrange site visits with all suppliers and service providers for the conference including but not limited to the venue, strategic hotels, airports, and other sites as may be appropriate.
- Ensuring the satisfactory execution and completion of all planning activities and coordinating the activities of sub-service providers in ensuring the successful hosting and conclusion of the event.
- Coordinate and attend regular project meetings including developing and providing agendas for the meetings and recording meeting notes.

### **Venue Management / Liaison**

Work with the NRF to ensure a pleasant and professional relationship with the venue team and to derive maximum benefit from the usage of the venue including:

- Direct liaison with the management team of the venue in the build-up to the events.
- Developing and circulating an event implementation framework providing details regarding daily event planning activities.
- Providing guidance and advice regarding the proposed room preparation, set up and layout of all event venues aligned with the purpose and nature of the planned event.
- Arranging organising committee offices with required infrastructure.
- Updating operational plans on a regular basis and timeous release of unwanted rooms.
- Managing all processes regarding the provision of catering services which may include details in respect of serving times, menus for: tea and coffee breaks, lunch and other meals as required, as well as specifics related to special dietary requirements.
- Work with the venue to arrange all décor required including staging, draping, lighting, planting, theming etc.
- Arranging appropriate signage and branding on the electronic boards and at all meeting venues.
- Daily situation-report-back meetings during the event.
- Exhibition set up, structure and approval. This includes exhibition plans, exhibitor terms and conditions, loading bay management, after hours facilities and cleaning and storage.

*The NRF will take responsibility for the procurement of the Conference venue.*

### **Registration of Participants**

- Manage the entire registration process from the drafting and setting up of an online registration page, receiving and managing the registrations, sending out confirmation letters, handling participant queries, to sending out invitations and processing RSVP's.
- Provide weekly and ad-hoc registration updates and reporting to the NRF.
- Design and generate registration badges for all registered participants.
- Coordinate and manage all the activities related to onsite registration including setting up and manning registration desks during the event.

### **Participants Communication**

Communicate with registered participants in liaison with the organising committee on an ongoing basis, including:

- Confirmation email to registered participants.
- Reminder email to participants along with logistics information.
- Communication with presenters and speaker preparation.

### **Accommodation Management Service**

- Direct liaison with the management team of the accommodation venue in the build-up to the events.
- Coordination of hotel bookings in conjunction with the registration processes and requirements of additional co-organisers. *This may also involve direct contracting with co-organisers to support this.*
- Consolidating room allocations with the accommodation service provider.

*The NRF will take responsibility for the procurement of the accommodation venue.*

### **On-Site Management**

- Coordination of all the activities related to the meetings – i.e., manage and co-ordinate all the relevant elements of the function, such as timely set up of the venues, guest arrival (registration), etc.
- Daily briefings to prevent any aspects from being overlooked and to ensure maximum efficiency.
- Ensuring that audio visual and technical services operate smoothly and to schedule.
- Management of meeting times, breaks and catering services for tea breaks and lunch.
- Providing on-site event management services comprising an on-site information/referral/enquiry desk and holding rooms for special guests.
- Packing and distributing conference materials and bags to delegates.

### **Social Activities Service**

- Structure the social and formal activities including but not limited to the welcome event, opening ceremony, networking dinner and other informal functions.
- Identifying suitable venues, entertainment, decor, menus, and related materials for the various social events within the programme.
- The pricing schedule should include the cost of hosting an official gathering dinner for approximately 160 people in Cape Town, including transportation (within a 50km radius).
- Additional social events will be included as part of either the accommodation or venue contracting.

### **Local transfers**

- Provision of shuttle service for local transfers for participants. This includes airport transfers, a shuttle service between the hotels and the venue in time for meeting sessions (this should cater for people with mobility needs and not the entire group i.e., one transfer of not more than 20 people per day within a 1 km radius) and transportation to the official gathering dinner venue.
- Coordination of transport schedules in conjunction with the registration processes and requirements of additional co-organisers. This may also involve direct contracting with co-organisers to support this.
- Consolidating transport schedules and sharing with the shuttle service provider and delegates. This must be made available to all delegates at the venue and at appointed hotels.

### **Audio Visual and Technical Requirements**

- Liaising with the conference venue and any other appointed audio-visual production companies regarding equipment delivery and set-up, and on-site technical support.

### **Interpretation**

- Providing English, French, and Portuguese interpretation services during the event. This will apply for 5, 6 and 7 December 2022.
- Ensuring that the conference programme is translated to English, French, Portuguese.
- Ensuring that overarching conference communication prior to the event includes English, French, and Portuguese translation.
- Ensuring equipment delivery and set-up before the event, and on-site technical support during event.

### **World Science Forum**

- Coordinate the attendance of delegates to the World Science Forum including, a shuttle service from the accommodation to conference venue within 1 km radius, and coordination of airport transfers/accommodation needs during this additional time.

## **COORDINATING APPROACH**

The successful organisation will work closely with the NRF and through the NRF, co-organisers of the annual gathering events, especially the SGCI Initiative Management Team.

## **ELIGIBILITY CRITERIA**

The requirements for the applicants are as follows:

- Membership or affiliation with the South African Association for the Conference Industry (SAACI) or similar body, or formations of joint ventures/ consortiums with members affiliated with these organisations or contractual arrangements to this effect. Regarding the latter, a copy of the contractual arrangement(s) facilitating the use of professional registrations/memberships by affiliate companies (such as a bidding company) must be submitted.
- Knowledge of, and extensive experience in planning, organising, coordination and efficiently managing professional international conferences, functions, and events.
- Experience in working with and mediating engagements with multiple stakeholders.
- Ability to work in French and Portuguese.
- The applicant should be based in South Africa.
- The project manager/ lead liaison with the NRF should be clearly stated in the proposal.

## **APPLICATION INSTRUCTIONS**

### **BIDDER'S TECHNICAL PROPOSAL**

Technical proposals (10 pages excluding annexes) should be submitted electronically together with the bidding document and mandatory returnable documents by closing date of the bid which is **09 September 2022**. Proposals submitted after this deadline will not be accepted. Proposals should be submitted in English in PDF format. They should be concise and include the following elements:

- Title, name, address and contacts of the project manager and name and address of the applicant organisation.
- Brief information on the company, track record and portfolio.
- Implementation plan describing the plan of action, outlining the timeline of all responsibilities, action items indicating the party responsible for implementation, resource requirements and any other critical item for implementation.
- Risks and potential mitigation measures (this information can be presented in a table listing the major potential risks associated with the project implementation, as well their probability/ impact and potential management measures).
- Key project personnel (include the responsibilities of each of the project team members).

### **BIDDER'S EXPERIENCE**

- Three written reference letters of work that the applicant has undertaken that is similar to this project in the last five (5) years. The reference letters must be dated, signed, and have the company logo of the referee.
- Summary of previous work (at least three (3) examples) that is similar to this project that has been done in the last five (5) years. Please also indicate if you have arranged any conferences for the NRF before.
- Membership or affiliation with the Southern African Association for the Conference Industry (SAACI).

## SETS OF QUOTATION DOCUMENTS REQUIRED

**Number of ORIGINAL bid documents for contract signing** 1

Bidders must submit the above number of original documents in hard copy format (paper document) to the NRF. These serve as the original sets for the legal bid document and, upon award and signature, the legal contract document between the bidder and the NRF. (Where only one set is requested, this remains with the NRF). The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents..

**Number of EVALUATION copies:** 1 evaluation copy (electronic)

Bidders mark documents as “**Copy for evaluation**” and number all pages sequentially. Bidders mark the secured pdfs on the electronic storage medium as “**Copy for evaluation**”

## RETURNABLE DOCUMENTS CHECKLIST

The bidder is to complete this table and to supply the necessary page references to the supporting documentation. **A bidder failing to adequately provide any of the mandatory documents is automatically disqualified.**

**Legislative/Technical Documents**

**Compliance**

**(M – Mandatory); (O – Optional)**

**Submitted**

**Bid Section  
Reference**

**Reference to  
Bidder’s document**

### Bidder Eligibility

Procurement Invitation (SBD 1), signed and completed including the SBD 4, 6.1 and signed Bid Submission Certificate form.

**M**

Yes  
 No

Pages 1-28

A valid B-BBEE certificate or Sworn Affidavit indicating level 1, 2, 3 or 4.

**M**

Yes  
 No

Pages 23-26

Membership or affiliation with the South African Association for the Conference Industry (SAACI) or similar body.

**M**

Yes  
 No

Page 13

Bidder registration documentation as proof that the company is based in South Africa.

**M**

Yes  
 No

Page 13

Technical proposal.

**M**

Yes  
 No

Page 13

Three written reference letters of work that the applicant has undertaken that is similar to this project in the last five (5) years.

**M**

Yes  
 No

Page 13

Summary of previous work (at least three (3) examples) that is similar to this project that has been done in the last five (5) years.

**M**

Yes  
 No

Page 13

Provide documentary evidence that the company

**M**

Yes

Page 13

(M – Mandatory); (O – Optional)	Submitted		Bid Section Reference	Reference to Bidder's document
has the ability to work in French and Portuguese.		<input type="checkbox"/> No		
<b>Specification Eligibility</b>				
<b>Pricing Documents</b>		<b>Compliance</b>		
Pricing (SBD 3) in this document to be completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pages 16-18	

## PRE-QUALIFICATION ELIGIBILITY CRITERIA

### LOCAL CONTENT AS SPECIAL CONDITION OF CONTRACT

NRF specific local content      Not Applicable

### ECONOMIC EMPOWERMENT AS SPECIAL CONDITION OF CONTRACT

Pre-Qualifying Criteria      A minimum B-BBEE status level      4

**A bidder failing to meet any of the stipulated pre-qualifying criteria is automatically disqualified.**

## ELIGIBILITY CRITERIA (GO/NO-GO)

Selection Element	Meet Specification Minimum	Bid Section Reference	Reference to Bidder's document
1 Fully completed Procurement Invitation (SBD 1) including the SBD 4, 6.1 and signed Bid Submission Certificate form.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Pages 1-28	
2 A valid B-BBEE certificate or Sworn Affidavit indicating level 1, 2, 3 or 4.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Pages 23-26	
3 Tax Compliance Status (TCS) Certificate or compliance tax status as per CSD verification or SARS PIN.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Pages 3-5	
4 Proof of Registration on the Government's Central Supplier Database (CSD).	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 5	
5 Proof of membership or affiliation with the South African Association for the Conference Industry (SAACI) or similar body	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	
6 Technical proposal	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	

Selection Element	Meet Specification Minimum	Bid Section Reference	Reference to Bidder's document	
7	Indication of inclusion of some project team members can work in French and Portuguese.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	
8	Three written reference letters of work that the applicant has undertaken that is similar to this project in the last five (5) years.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	
9	Summary of previous work (at least three (3) examples) that is similar to this project that has been done in the last five (5) years.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	
10	Bidder registration documentation as proof that the company is based in South Africa.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 13	

### SBD 3.1: PRICING DETAIL

#### Pricing Special Conditions

1	<b><u>Pricing Schedule:</u></b> In terms of <u>General Conditions of contract clause 17.1</u> , the price schedule remains unchanged for the duration of the contract with the NRF accepting no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract with the exception of any price adjustments authorised in the Special Conditions of Contract for pricing set out below:
2	<b><u>Firm Quantities over the Contract Period:</u></b> The NRF requires firm set quantities during the current period with the time of delivery being determined during the contract period.
3	<b><u>Estimated quantities over the Contract Period:</u></b> The NRF may require further quantities during the current period with the actual quantity and time of delivery being determined when such quantities are needed. For bidding purposes and to establish the contract ceiling price, the NRF provides estimated quantities of what its requirements and estimated timing during the contract period for bidders to establish their pricing. The NRF does not provide guarantees or commitments that it will order this entire amount during the contract's life. The NRF, through the signed contract, guarantees its procurement of the specified goods and/or services is from the contracted party only.
4	<b><u>Placement of written purchase orders for actual quantities ordered:</u></b> The NRF manages the execution of this contract through the issue of written purchase orders – stipulating quantity, description, delivery date, and the unit price as set out in this contract - for the contracted supplies. The NRF, when issuing the written purchase order, guarantees that the funding is available.
5	<b><u>Contract Ceiling Price:</u></b> With these estimates in the bid contract, the contract ceiling price includes both the firm quantities and the potential future quantities within the contract ceiling price. The NRF manages the contract within the contract ceiling price by paying only for the verified deliveries/performances in terms of the clauses of this contract. The cumulative value of each of these invoices at the expiry of the contract is the actual total contract price.



### SBD 3.1: PRICING DETAIL

6	<p><b>Price Adjustments:</b> In terms of <u>General Conditions of Contract clause 17.1</u>, the price adjustments with the rules for application are set out below as special conditions of <u>Contract Clause 17.1</u>.</p> <p><b><u>Price adjustments and their corresponding rules are for the management of price risks on the basis of the NRF and the contracted bidder sharing the risk equally.</u></b></p>
7	<p><b>Price quoted</b> is South African Rands in terms of General Conditions of contract clause 16.4</p>
8	<p><b>Price Quotation Basis:</b> Price quoted is fully inclusive of all costs including delivery to the specified NRF price delivery point and includes value- added tax, income tax, unemployment insurance fund contributions, and skills development levies in terms of General Conditions of contract clauses 12, 32.1 and 32.2.</p> <p><b>Price Delivery Point:</b> In cases where different delivery points influence the pricing, the bidder submits a separate pricing schedule for each delivery point.</p>
9	<p><b>Detail Pricing Support:</b> Detailed information e.g. costed bill of quantities is optional where not stated in the price schedule below and is provided as an annexure to the details included in this SBD 3</p>
10	<p><b>Application of Preference Points:</b> Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form.</p>

### PRICING SCHEDULE

DESCRIPTION/ (Reference to specific specification)	QTY	UNIT OF MEASURE	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUSIVE OF VAT
1 <b>Conference management fee</b>	1	Each		
2 <b>Interpretation: English, French and Portuguese</b>				
2a      POA Conference for 25 pax (04 December 2022)	1	Each		
2b      CTAs Conference for 25 pax (04 December 2022)	1	Each		
2c      AF Conference for 150 pax (05 December 2022)	1	Each		
2d      GRC Conference for 100 pax (06 December 2022)	1	Each		
2e      Symposium Conference for 80 pax (06 December 2022)	1	Each		
2f      PERKA Conference for 100 pax (06 December 2022)	1	Each		

DESCRIPTION/ (Reference to specific specification)		QTY	UNIT OF MEASURE	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUSIVE OF VAT
2g	PERKA Conference for 100 pax (07 December 2022)	1	Each		
2h	IIASA & AOSP Conference for 100 pax (07 December 2022)	1	Each		
<b>4</b>	<b>Transport and shuttle management</b>				
4a	Airport transfers for 160 pax	1	Per transfer		
4b	Hotel to conference venue and back for 20 pax for 4-9 December 2022	1	Per transfer		
4c	Annual gathering dinner transfer from hotel/ conference venue for 160 pax within a 50km radius	1	Per transfer		
<b>TOTAL CONTRACT VALUE OF ABOVE (CEILING PRICE) INCLUSIVE OF 15% VAT</b>				<b>R</b>	
<b><i>NB: Bidders can submit a detailed pricing schedule on a separate sheet in explaining the above and additional pricing.</i></b>					

## GENERAL CONDITIONS OF CONTRACT

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause to its the National Treasury's General Conditions of Contract The National Research Foundation has filed its General Conditions of Contract GCC) on its website (<http://www.nrf.ac.za/procurement/General-Conditions-of-Contract>). These form part of this document's contract conditions. Special Conditions specific to this bid contract are set out in this document.

The NRF deems the bidders to have accessed and read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.

## SPECIAL CONDITIONS OF CONTRACT

(AMENDMENTS TO SPECIFIC CLAUSES OF THE GENERAL CONDITIONS OF CONTRACT LISTED BELOW EACH CLAUSE IN THAT SECTION).

- 1 **Service Provider Obligations:**

The service provider must exercise reasonable skill, care and diligence in rendering all services included in this procurement contract.

The service provider must deliver the services during normal working hours (i.e. Monday to Friday, excluding

## SPECIAL CONDITIONS OF CONTRACT

public holidays from 08h30 to 17h00) and/or such additional hours as may be reasonably required by the NRF due to the existence of special circumstances. Services rendered outside of these hours will only be rendered by mutual agreement with the nominated person of the NRF, based in severity level.

The service provider may not do anything that may prejudice or be adverse to the operations and functions of the NRF

The service provider must submit such information and reports, as specified in the agreed service request, to the person nominated by the NRF, and comply with all legislation applicable in providing these services.

The service provider corresponds and deliver services only to the NRF and end users of the NRF.

2 **Communication:** The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on communication documentation. The contract party does not act upon any communication without the contract number or must verify such communication with the assigned NRF contract manager prior to acting upon it.

3 **Occupational Health and Safety when working on NRF sites:** All personnel performing work on NRF site/s as part of this contract are responsible to obtain safety induction.

Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the contracted party meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.

The contracted party, once signing the contract (SBD 7), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The contracted party performs all work and uses equipment on site complying with the provisions of the Act.

To this end, the contracted party shall make available to the NRF on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations) that the NRF drafts.

The contracted party maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.

The NRF manages the contracted party in his capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The contracted party accepts liability for any contraventions to the Act. Each member of the contracted party's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the contracted party's health and safety file.

## MANAGEMENT OF PERFORMANCE LEVELS

1. The Performance Levels are in the table below.
2. The NRF measures the contracted bidder's performance against these performance levels in the execution of the contract.
3. The contracted bidder recognises that its failure to meet the performance levels has a material and adverse impact on the operations of NRF and that the damages from the contracted bidder's failure to meet any performance level is not susceptible to precise determination.
4. The NRF excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of the NRF or its staff or circumstances of force majeure as referred to in this Agreement.
5. If the contracted bidder fails to meet any performance level:
  - the contracted bidder shall investigate and report on the root causes of the performance level failure; promptly correct the failure and begin meeting the set performance levels;
  - advise the NRF as and to the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and
  - take appropriate preventative measures to prevent the recurrence of the performance level failure.
6. Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect to the contract specifications for any measurement period, as a failure to meet the stipulated performance levels.

### PERFORMANCE LEVELS STATEMENT

Service/Goods Measured	being	Measurement Methodology	Penalty/Bonus and level applicable from
Pre-event schedule plan	project/work	Attainment/ milestone/s	Delivery of
A five working days delay on each milestone will incur 5% penalty of the costs associated with delivery of that milestone.			
During-event schedule milestones	project/work	Attainment/ milestone/s	Delivery of
A five working days delay on each milestone will incur 5% penalty of the costs associated with delivery of that milestone.			
Post-event milestones	project/schedule	Attainment/ milestone/s	Delivery of
A five working days delay on each milestone will incur 5% penalty of the costs associated with delivery of that milestone.			

## SBD 4 BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PREFERENCE POINTS CLAIMED (SBD 6.1)

**Preference points claim form for broad-based black economic empowerment (B-BBEE) status level of contribution in terms of the preferential procurement regulations 2017**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1. The following preference point systems are applicable to all bids:

13.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

13.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.2. Points for this bid shall be awarded for:

1.2.1. Price; and

1.2.2. B-BBEE Status Level of Contributor

**The maximum points for this bid are allocated as follows:**

**POINTS**

**PRICE**

80

**B-BBEE STATUS LEVEL OF CONTRIBUTION**

20

**Total points for Price and B-BBEE must not exceed**

100

1.3. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

**1. DEFINITIONS**

“**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

“**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment

issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“**Functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

“**prices**” includes all applicable taxes less all unconditional discounts;

“proof of B-BBEE status level of contributor” means:

1. B-BBEE Status level certificate issued by an authorized body or person;
2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
3. Any other requirement prescribed in terms of the B-BBEE Act;

“**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**14. POINTS AWARDED FOR PRICE**

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20 :</b>	$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	OR	<b>90/10 :</b>	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
----------------	---	----	----------------	---

- Where Ps = Points scored for price of bid under consideration  
 Pt = Price of bid under consideration  
 Pmin = Price of lowest acceptable bid

**15. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	1	2	3	4	5	6	7	8	Non-compliant contributor 0
<b>Number of points (90/10 system)</b>	10	9	6	5	4	3	2	1	
<b>Number of points (80/20 system)</b>	20	18	14	12	8	6	4	2	

**16. BID DECLARATION**

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**SUB-CONTRACTING**

Will any portion of the contract be sub-contracted?



(Tick applicable box)

YES		NO	
-----	--	----	--

If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: .....

VAT registration number: .....

Company registration number:.....

TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....  
.....  
**COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business: .....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and
  - (e) Forward the matter for criminal prosecution.

## BID SUBMISSION CERTIFICATE FORM - (SBD 1)

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

My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.

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

Invitation to Bid (SBD 1)	Specification(s) set out in this Quotation Invitation inclusive of any annexures thereto
Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached
Local Content and Local Manufacturing Certification (SBD 6.2) in accordance with the SABS standard	
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017, supported by a valid certified BBBEE certificate.	
Declaration of Interest (SBD4)	General Conditions of Contract and special/additional conditions of contract as set out in this document

I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation and 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 in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.

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 (SBD 3, SBD 4, SBD 6.1 or SBD 6.2 if applicable) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this offer/ bid response.

<b>NAME (PRINT)</b>	
CAPACITY	
SIGNATURE	
<b>WITNESS 1</b>	
NAME	
SIGNATURE	

**BID SUBMISSION CERTIFICATE FORM - (SBD 1)**

<b>WITNESS 2</b>	
NAME	
SIGNATURE	
DATE	