



**National
Research
Foundation**

Specifications Book-Length Introductory Guidelines

Provision of guidelines totalling 999 pages

BID INVITATION

Bid Number: NRF/SCM G1/2024-25

GUIDELINES CREATED FROM EXISTING MATERIAL

BID INVITATION (SBD SECTION 1A)

RFP Number

NRF/SCM G1/2024-24

Closing date and time (as per NRF systems)

21st May 2024 at 11:00am.

Voluntary Briefing session (virtual)

No briefing session scheduled. A briefing session may be arranged if requested upon good cause to which all potential bidders will be invited to attend.

OBJECTIVES AND SYNOPSIS

Context

An introductory and detailed book on specifications does not appear to be commercially available. To this end the NRF wishes to create a written guideline, from existing training material to capacitate its own staff and to encourage the availability of same to the national science system.

Objective

Book-length guidelines prepared to capacitate NRF staff and the public sector focussed on the fundamentals of the specification process.

Scope of Work

Deliverables:

Two introductory guidelines to be prepared from existing material, namely:

- A very detailed and lengthy introductory guideline of approximately 950 pages, and,
- A very brief summarised guideline (consisting of approximately 49 pages of which, 20 pages are dedicated to substantive content)

The total page length of both guidelines is 999 pages. The guideline will be provided in MS Word employing NRF's guideline template which includes relevant stylistic guidance. No text boxes to be employed.

Content sources

The NRF will be the source of content unless specified to the contrary. The source of content may include:

- Existing training material
- Pilot guideline
- Specification template together with an accompanying guideline, checklists,
- A chapter on specifications in an existing SCM guideline,
- Literature (to be added to list of references)
- An annotated list of references (including Outcome Based Specifications), and

- A working glossary of terms

The approximate length is 999 pages which includes all the elements of a book, namely indexing, table of contents, glossary of terms, referencing and so on.

Further details of existing content, as well as provision for possible new content, are provided in [Annexure C: Sourcing content](#).

Standards

Details of standards and/or expectations are provided in [Annexure D: Standards](#) addressing:

- Editing
- Footnoting
- Glossary of terms
- Hyperlinks
- Index
- Template

Framework

The sections of the guideline may include, where applicable:

- Cover
- Title page
- Table of contents
- Details of the NRF
- Foreword (NRF's Group Executive: Finance & Supply Chain / CFO)
- Message to the reader (from the authors), which may include context, details of authors, copyright, publisher (NRF) and date of publication, acknowledgements (inc. photo and figure credits)
- Table of case studies
- Table of figures
- Content
- Glossary of terms
- References
- Index (comprehensive)
- Blurb (closing cover, including summary of contents of book)

An exemplar of the framework is the NRF's *Supply Chain Management Guide* (692 pages), which will be made available to the successful bidder, upon request, as updated according to the NRF's template exemplified in its *Competitive Dialogue Guide*.

Progress and Review Meetings

Bi-weekly progress meetings will be held between the successful bidder and NRF representative(s) virtually via video

conferencing (dates to be confirmed upon appointment). Physical meetings at the NRF premises (Pretoria) will be required, upon request by the NRF representative.

Monthly interim review milestones will be required to assess the progress of the two deliverables (introductory guidelines) All current documentation on the progress shall be shared with the NRF Representative for review and comment.

Final acceptance of the two introductory guidelines deliverables will be done by the NRF Representative in writing.

Contract period

The contract commences upon signature of the applicable SBD7, which date is designated “x-date”. The contract will be completed within six (6) months of the commencement of the contract, namely commencing from the x-date, which is the completion date, designated “y-date” unless the NRF agrees to an extension in writing upon good cause.

Target audience

The book-length guidelines are targeted at staff with no prior SCM training or experience. The NRF’s staffing profile includes researchers, scientists, engineers, project managers, contract managers, and administrative staff. .

Method and/or Contract type

This micro-procurement aims to maximise value for money (economy, effectiveness and efficiency) and as such is designed to ensure competitive cost-effective quality and to award for the highest quality (points) available for a fixed price. The following overall method employed is Fixed Price, Highest Technical Rated (*FPHTR*) broken down as follows:

- **Qualification:** Minimum threshold eligibility criteria are set; necessitating that only qualifying candidates who meet the minimum threshold, namely have achieved 100% will progress to the next round of scoring. Refer to **Annexure B:** Table A. Such bidders then progress to B-BBEE scoring.
- **Highest quality:** Qualifying bidders then progress to the next round of scoring to determine which bidder has the highest quality determined from the score from information provided by the bidder in **Annexure B:** Table B,
- **Fixed price:** The contract is limited to a ceiling price and is limited to the fixed price reflected **SBD 3.1 Pricing** which is pre-populated, namely bidders do not populate SBD3.1.

Advancement of knowledge

To encourage the advancement of knowledge the service provider is encouraged to publish the guideline within two years of the end of this project. In the event that no such publication occurs within this timeline, the NRF reserves the right to make its internal guideline available publicly on the web, possibly at no cost to download.

RESPONSE DETAILS

ELECTRONIC SUBMISSION TO: bids@nrf.ac.za Emailed PDF file name format is "Bid Number / Supplier Name" Refer Annexure A for guidance on electronic submissions.		ONE ENVELOPE APPROACH: This is a One Envelope approach, namely the price and quality can be submitted simultaneously in one document.	
Bidding procedure enquiries or enquiries on the proposed system may be directed in writing via:		Technical enquiries on the existing system may be directed in writing via:	
Section	Supply Chain Management	Section	Specifications, Policies & Systems
Contact person	Vuyelwa Vabaza	Contact person	Angelo Syce
E-mail address	vl.vabaza@nrf.ac.za	E-mail address	A.Syce@nrf.ac.za

SUPPLIER INFORMATION			
Name of Bidder			
Postal Address			
Street Address			
Telephone Number			
Code		Number	
Cell Phone Number			
Code		Number	
Facsimile Number			
Code		Number	
E-Mail Address			
VAT Registration Number			

SUPPLIER INFORMATION					
Tax Compliance Status	Tax Compliance System PIN			Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE status level verification certificate/ sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE]					
Are you the accredited representative in South Africa for the goods /services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/ works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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 1 SECTION B)	
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, 2022, the General Conditions of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.

TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)

1.4	The successful bidder will be required to fill in and sign a written contract form (SBD7.1).	
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 www.sars.gov.za .	
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	90 days	
5. BRIEFING SESSION OR SITE VISIT DETAILS: N/A		
6. THE BIDDING SELECTION PROCESS		
<p><u>Stage 1 – Compliance to submission requirements</u></p> <p>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.</p>		
<p><u>Stage 2 – Evaluation of Bids against Technical Specifications</u></p> <p>The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set out in this document.</p>		
<p><u>Stage 2A – Due Diligence Interviews or Proof of Delivery/Concept against Specifications</u></p> <p>The NRF <i>may</i> conduct interviews and/or require presentations 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 <i>further</i> areas of concern to the short listed bidders at this stage.</p>		

TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)

Stage 2B – Due Diligence Research

In the event that the National Research Foundation requires additional corroboration, it may request reference letters and/or examples of work.

Stage 3 – Highest Score

Basis of fair competition:

The NRF compares each bidder's points on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid's requirements.

Ranking of the bidders scoring

Refer *FPHTR (Fixed Price Highest Technical Rated) scoring method* in the *Objectives and Synopsis* section above.

Stage 4 – Checking Tax Compliance

Stage 4 – 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 application.

Stage 5 – Award and Contract Signing

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

7. ACKNOWLEDGEMENT OF READING EACH PAGE

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

8. CENTRAL SUPPLIER DATABASE REGISTRATION

If not registered, 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.

9. 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.

10. 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.

11. ONE ENVELOPE SYSTEM

A One Envelope system is employed.

12. 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.

13. 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.

14. 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.

15. CANCELLATION OF THE RFP PRIOR TO AWARD

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

No acceptable bids: The NRF cancels the RFP 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 RFP Invitation prior to making an award if a material irregularity

occurred in the bid process.
Insufficiency of Funds at date of Award: The NRF cancels the RFP Invitation prior to making an award if the funds are no longer available to cover the total estimated contract value at the date of the evaluation.

INTRODUCTION, INTERDEPENDENCIES, PERIOD, SCOPE OF WORK AND ELIGIBILITY

INTRODUCTION TO THE NRF

The National Research Foundation Act, 23 of 1998, as amended, 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.

CONTRACT PERIOD

This micro-procurement is of a very limited duration. Full details contained in *Objectives and Synopsis* above, commencing from page 2 – particularly section titled contract period (The contract will be completed within six (6) months of the commencement date of the contract).

ELIGIBILITY

Eligibility: The bidder is to supply detailed responses, and where evident from the context, appropriate rationale/references as detailed in Annexure B.

DETAILED SCOPE OF WORK

Refer *Objectives and Synopsis* section above for detailed scope of work.

DOCUMENTS REQUIRED

Electronic bid documents for evaluation and contract signing	1
Refer <i>Annexure A</i> .	

RETURNABLE DOCUMENTS REQUIRED

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
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(M – Mandatory, O - Optional)	BIDDER	NRF	Bid Section/s	BIDDER
	Submitted	Meets	Reference	Reference to
		Specification		Bidder’s
		Minimum		document

Bidder Eligibility

(M – Mandatory, O - Optional)	<u>BIDDER</u>		<u>NRF</u>	Bid Section/s Reference	<u>BIDDER</u>
	Submitted		Meets Specification Minimum		Reference to Bidder's document
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Section A	
Bidder's Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other SBDS	
Preference Points (SBD 6.1), signed and completed.	O	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	Other SBDS	
<u>Eligibility</u>					
Evidence that the bidder meets the requirements	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility section contained in <i>Annexure B</i>	
Pricing	Compliance				
Pricing (SBD 3.1) in this document is not to be completed as this is a fixed price contract	N/A	N/A	N/A	SBD 3.1 Pricing Schedule below.	

SBD 3.1: PRICING	
<u>Pricing Special Conditions</u>	
1	<u>Fixed price:</u> The fixed price is contained below in the Pricing Schedule (SBD 3.1).
2	<u>Frequency of payments.</u> Payment may be made within 30 days of invoice and acceptable delivery.
3	<u>New content:</u> To cater for the possible eventuality that total content etc., do not total 999 pages, additional content may be provided by the service provider based on outlines and guidance provided by the NRF, and may require further research and development by the service provider. In such circumstances the calculated time incorporating existing content will be commuted to the provision of new content which will inevitably lead to an overall reduction of the total of 999 pages. Expressed differently, the time budget for the project will be repurposed to generate some more pages based on the calculation of the average time spent working on incorporating existing training material. The calculation and adjustments will be by mutual agreement.

SBD 3.1: PRICING

In the event of agreement not being reached, payment will be made on a proportional basis, namely the number of completed pages as a percentage of the overall length of 999 pages.

- 4 Percentage completion payment mechanism: The appointed bidder has a choice of full payment upon project completion or phased payments, including the suite of options below:
- **Advance payment:** The NRF may, upon the appointed bidder's request, make a R100 000 advance payment upfront (*This is subject to the Head of Supply Chain Management discretion*).
 - **Progress payments:** This contract is based on the number of pages satisfactorily completed. Payments are permitted on percentage completion, namely a percentage of finalised pages as a percentage of the total pages subject to a 20% retention and after deducting any advance payment.
 - **Final payment:** The 20% retention will be paid together with the final invoiced amount once the final acceptance milestone is satisfactorily achieved.
- Any variation to the above mechanism requires prior NRF approval upon good cause.

PRICING SCHEDULE (SBD 3.1) Z

PRE-POPULATED – DO NOT ADJUST

Code	Qty	Description	Comment	Unit of measure	Unit price (inc. VAT)	Total price (inc. VAT)
Specification guidelines						
A	950	Specification book-length guideline	Variable quantity subject to ceiling quantity. Fixed unit price.	Page	R500	R475 000
B	49	Specification condensed (summarised) guideline	Variable quantity subject to ceiling quantity. Fixed unit price.	Page	R500	R24 500
Total fixed price per unit, variable quantity and ceiling price (including VAT)						R 499 500

GENERAL CONDITIONS OF CONTRACT

This bid is subject to the **General Conditions of Contract on the National Treasury website**
<http://www.treasury.gov.za> (subject to Special Conditions in this contract which take preference)

MANAGEMENT OF PERFORMANCE LEVELS

1. The contracted bidder recognises that its failure to meet the performance levels has material adverse impact on the operations of NRF and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to precise determination.
2. 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.
3. If the contracted bidder fails to meet any performance level:
 - a) The contracted bidder and the NRF shall jointly investigate and report on the root causes of the performance level failure;
 - b) The contracted bidder shall promptly correct the failure and begin meeting the set performance levels;
 - c) The contracted bidder shall 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
 - d) The contracted bidder shall take preventive measures to prevent the recurrence of the performance level failure.
4. 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 the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

PERFORMANCE LEVELS STATEMENT

Service/Goods being Measured	Measurement Methodology	Penalty/Restitution
Pages and guideline template stylistics	Y date	Penalties are calculated at a % per working day of delay commencing from one month after the completion date (y-date), which is designated the z-date (y-date plus one month). The % is calculated on the total contract amount less any payment advances to date. The % is calculated at 1% per day after the first month (grace period) after z-date.

OTHER SBDS

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 interest¹ 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:

¹ 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.

<p>.....</p> <p>.....</p> <p>.....</p>	
2.3	<p>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</p>
2.3.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>3. DECLARATION</p>	
<p>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:</p>	
<p>In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:</p>	
3.1	<p>I have read, and I understand the contents of this disclosure;</p>
3.2	<p>I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;</p>
3.3	<p>The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.</p>
3.4	<p>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.</p>
3.5	<p>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.</p>
3.6	<p>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.</p>
3.7	<p>I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from</p>

² 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.

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

- 1. GENERAL CONDITIONS
 - 1.1. The following preference point systems are applicable to invitation to tender:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
 - 1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)
 - 1.2. **To be completed by the organ of state**
 - 1.2.1. The applicable preference point system for this tender is the 80/20 preference point system.
 - 1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. Specific Goals

1.4. To be completed by the organ of state:
The maximum points for this tender are allocated as follows:

The maximum points for this bid are allocated as follows:	POINTS
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PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	100

- 1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- 2.1. **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 2.2. **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 2.3. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 2.4. **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- 2.5. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. 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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference

points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number:

4.5. Type of company/firm

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

GENERAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words "department" means organs of state inclusive of public entities and vice versa, and the words "will/should" mean "must".

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. Special Conditions specific to this bid contract are in this document.

GENERAL CONDITIONS OF CONTRACT

Bidders are deemed to have 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.

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 offered.

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 RFQ Invitation inclusive of any annexures thereto
Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) (SBD3.1) including detailed schedules attached
Declaration of Interest (SBD4)	
Preference (SBD 6.1) claims for specific goals in terms of the Preferential Procurement Regulations 2022, supported by a valid certified B-BBEE certificate.	
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) offered 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 3.1, SBD 4, SBD 6.1,) 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.

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

NAME (PRINT)	
CAPACITY	
SIGNATURE	
WITNESS 1	
NAME	
SIGNATURE	
WITNESS 2	
NAME	
SIGNATURE	
DATE	

ANNEXURES

Index of Annexures	
A	Electronic Bid Submission guideline
B	Eligibility Criteria
C	Content sources
D	Standards

ANNEXURE A

ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS

This document serves the purpose of providing the bidder with guidelines and prescripts on how to submit their bids to the NRF via e-mail.

Note (Single envelope): Ignore sections addressing a dual – envelope system.

Conditions for electronic submissions: This section does not apply to soft copies requested on manual submissions. It applies when email submissions are permitted. In circumstances where they are advisable, the business unit needs to ensure that they have appropriate controls and processes in place, such as:³

- Valid process of ensuring that bidder's electronic signatures complies with legislation such as The Electronic Communications and Transactions Act, 25 of 2002 (the ECT Act),
- System records exact time and date of submission in a manner that provides appropriate probity to stakeholders such as auditors,
- System to prevent unauthorised access and system to show if infringement,
- System of authorised persons to set / change dates for opening data received,
- System allows simultaneous communication,
- System of record-keeping meets legislative requirements such as The National Archives and Records Service of South Africa Act (Act. No. 43 of 1996, as amended).

1. PRESCRIPTS

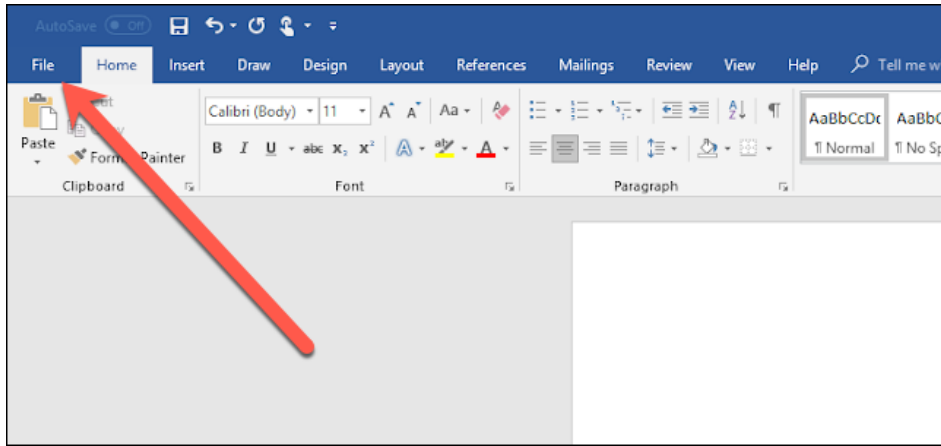
- All files must be submitted in pdf format unless otherwise stated.
- Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- **Two envelope system:** All bidders document must be submitted to the email address specified on the NRF bid document and however the password to the password protected pricing file must be submitted as a separate file and emailed as specified in the bid document.
- The NRF email size limit is **20MB**, bidder must ensure that their submission is no bigger than this limit.
 - Your files must be Zipped to ensure that your submission is in line with the email size limit
- Timeline for submitting password to NRF
 - The password for pricing file must **not** be submitted before the bid closes.
 - The password may be submitted 1 minute after bid closure and no later than 2 days post bid closure. Failure to submit within 2 days may lead to bid being unable to be evaluated thus rendering them unresponsive.
- The subject of your email quote verbatim the bid name in the exact words provided in the NRF bid document.

2. GUIDELINES

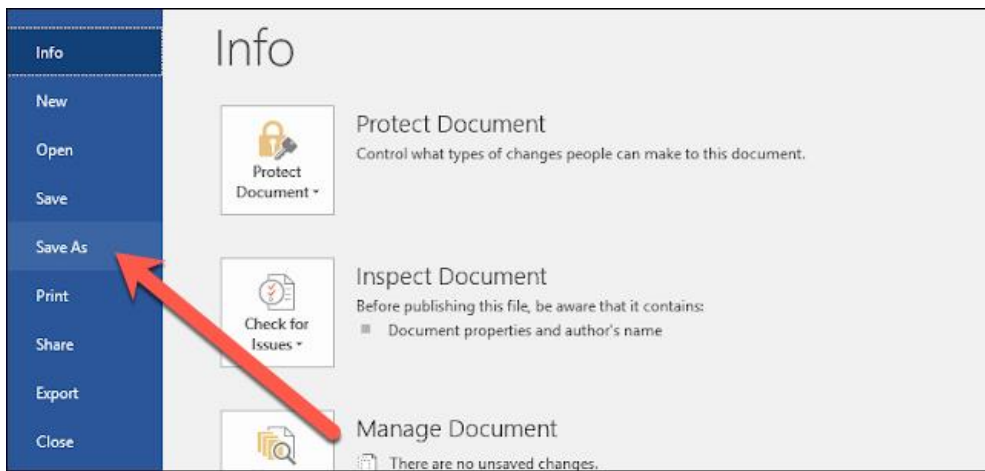
Converting to pdf

- If you have the desktop version of Microsoft Word, the easiest way to convert your document to PDF is right in Word itself.
- Open the document you want to convert, and then click the "File" tab.

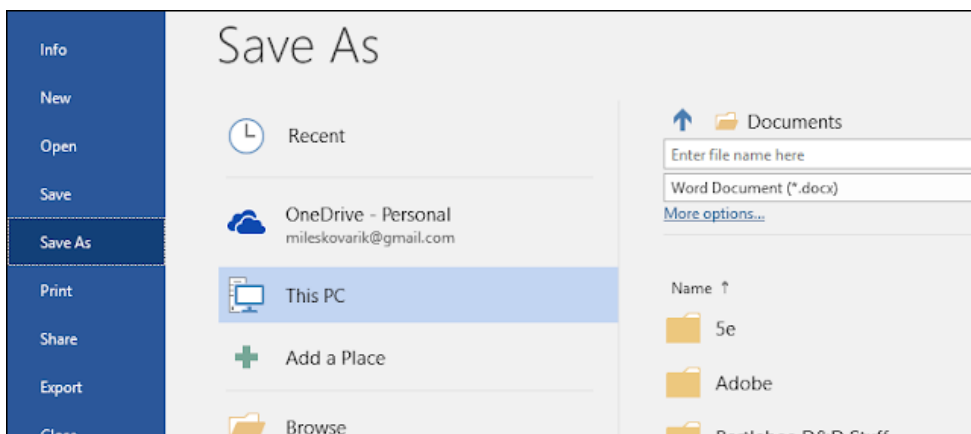
³ SANS 10845-1 paragraph 4.7



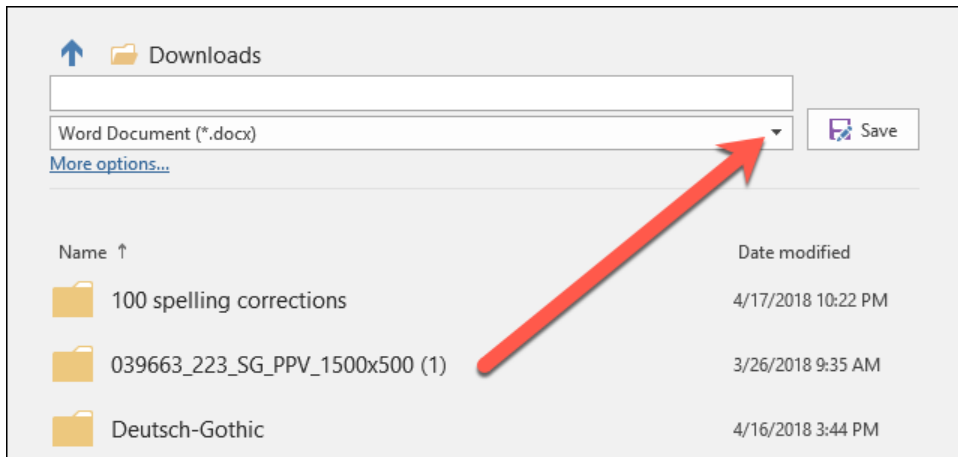
- On the backstage screen, select “Save As” from the list on the left.



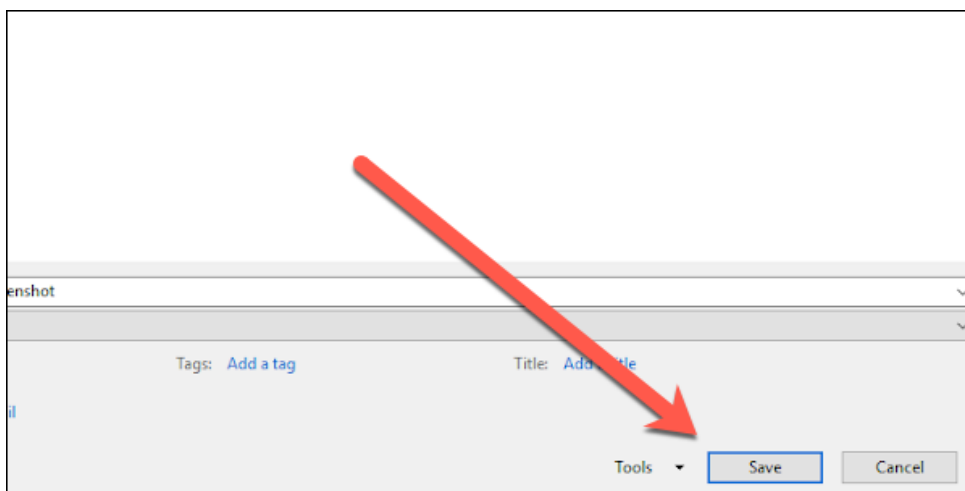
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



- Next, click the dropdown arrow on the right side of the “Save as type” box, and select “PDF (*.pdf)” from the dropdown menu.



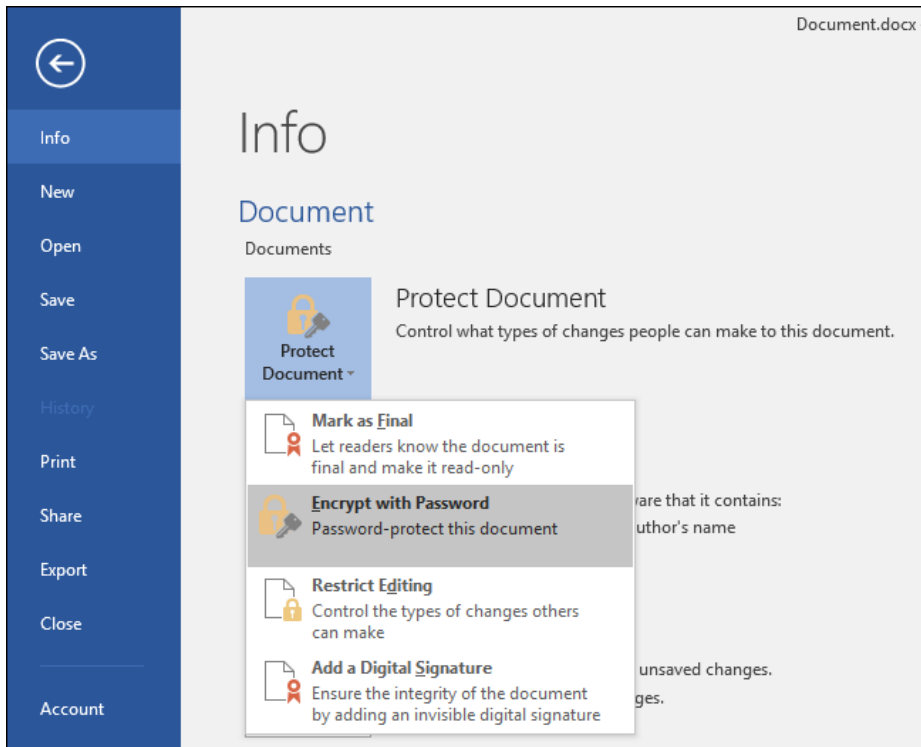
- If you want to, you can change the filename at this time. When you're ready, click the "Save" button.



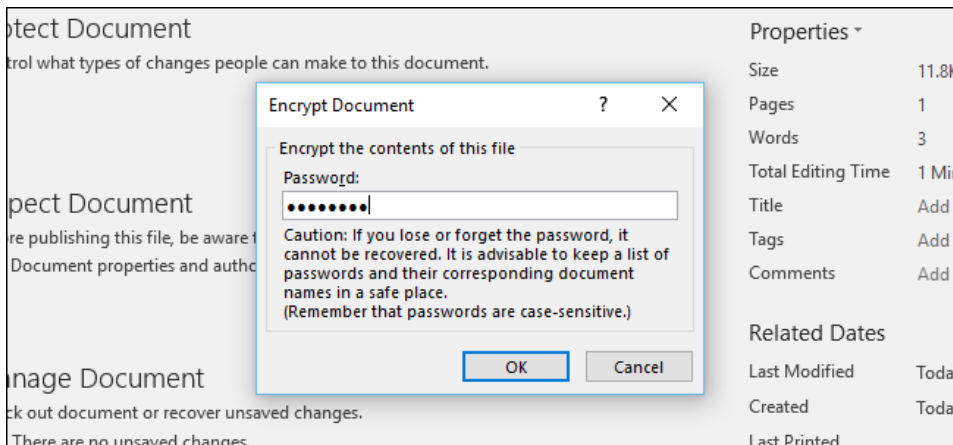
- After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

Password protecting files

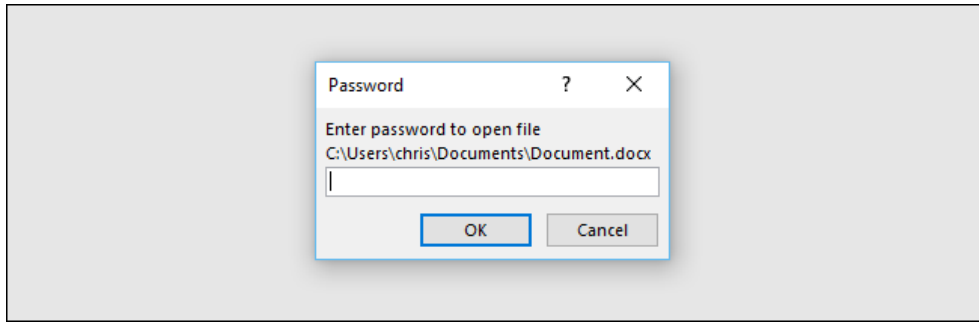
- To password protect an Office document, first open it in Word, Excel, PowerPoint, or Access. Click the "File" menu at the top-left corner of the screen. On the Info pane, click the "Protect Document" button and select "Encrypt with Password."
- The button is only named "Protect Document" in Microsoft Word, but it's named something similar in other apps. Look for "Protect Workbook" in Microsoft Excel and "Protect Presentation" in Microsoft PowerPoint. In Microsoft Access, you'll just see an "Encrypt with Password" button on the Info tab. The steps will otherwise work the same.
- NOTE: If you only want to restrict editing of the document, you can choose "Restrict Editing" here, but as we said, that is not very secure and can easily be bypassed. You're better off encrypting the entire document, if you can.



- Enter the password you want to encrypt the document with. You'll want to choose a good password here. Weak passwords can be easily guessed by cracking software if someone gains access to the document.
- **Warning:** You'll lose access to the document if you ever forget your password, so keep it safe! Microsoft advises you write down the name of the document and its password and keep it in a safe place.



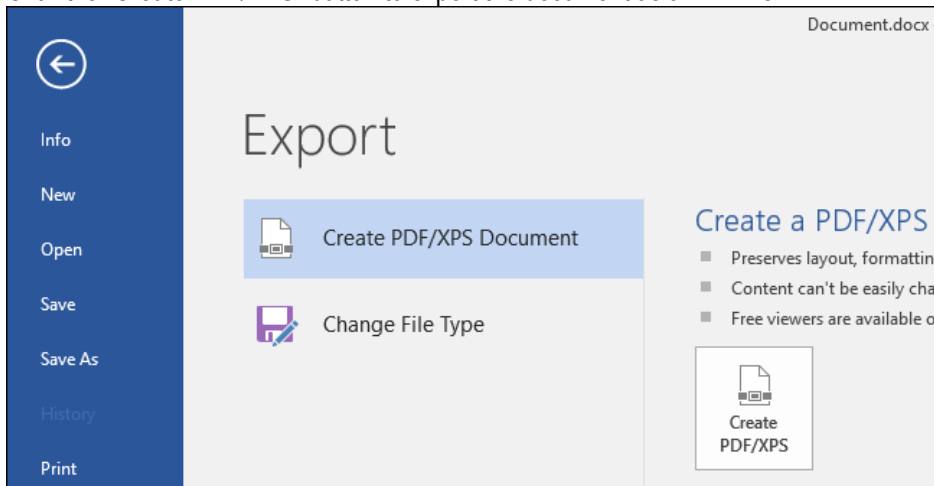
- When a document is encrypted, you'll see the "A password is required to open this document" message on the Info screen.
 - The next time you open the document, you'll see an "Enter password to open file" box. If you don't enter the correct password, you won't be able to view the document at all.



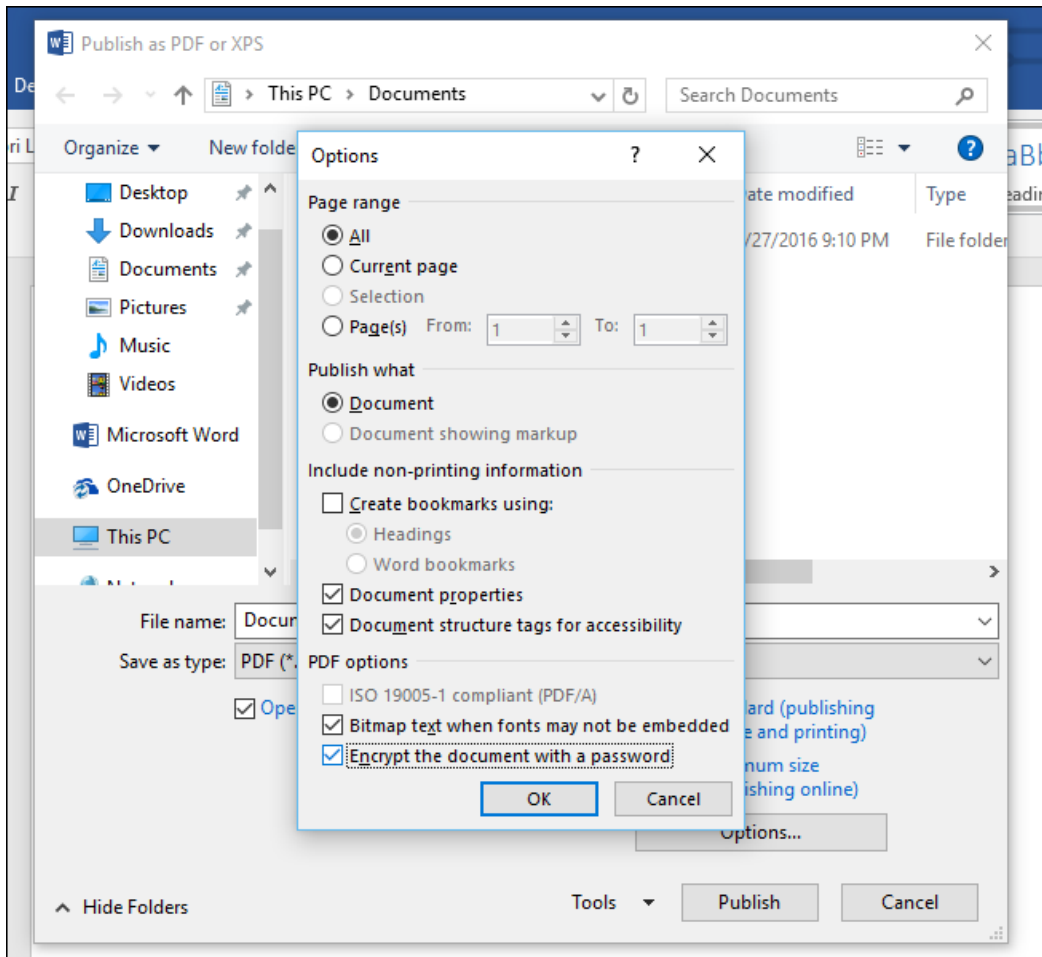
- To remove the password protection from a document, click the “Protect Document” button and select “Encrypt with Password” again. Enter a blank password and click “OK.” Office will remove the password from the document.

How to Create a Password Protected PDF File

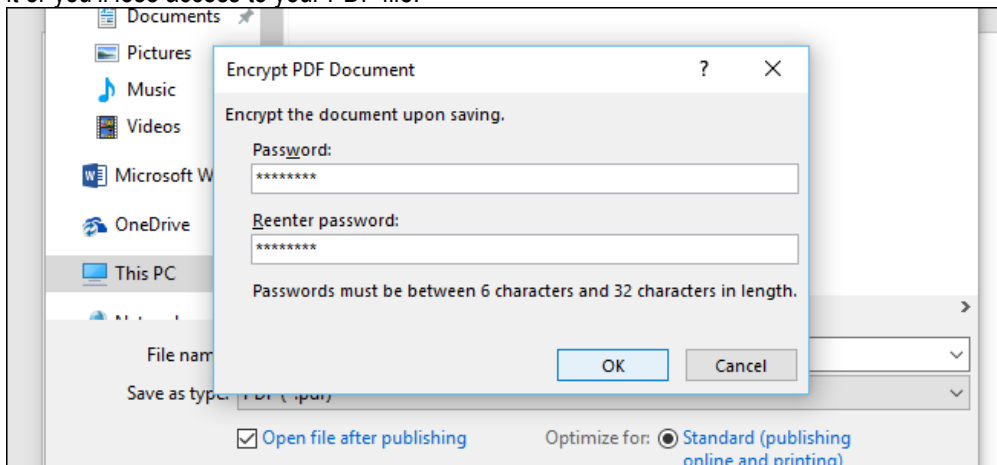
- You can also export an Office document to a PDF file and password protect that PDF file. The PDF document will be encrypted with the password you provide. This works in Microsoft Word but not Excel, for some reason.
- To do this, open the document in Microsoft Word, click the “File” menu button, and select “Export.” Click the “Create PDF/XPS” button to export the document as a PDF file.



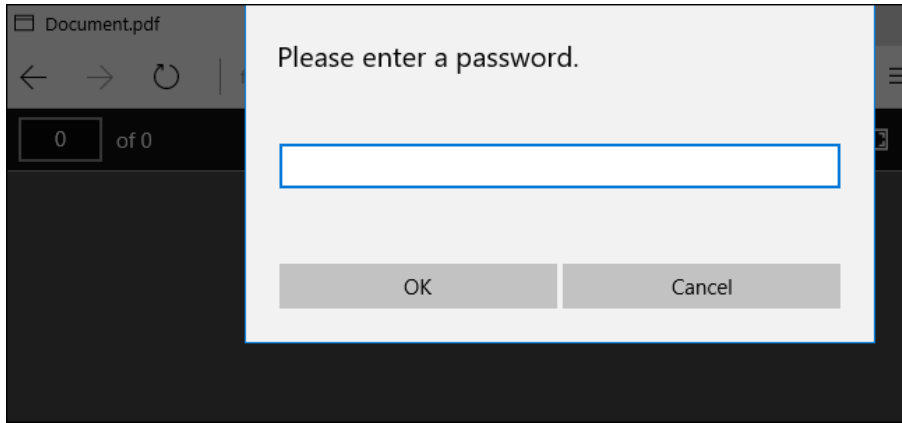
- Click the “Options” button at the bottom of the save dialog window that appears. At the bottom of the options window, enable the “Encrypt the document with a password” option and click “OK.”



- Enter the password you want to encrypt the PDF file with and then click “OK.”
- When you’re done, enter a name for the PDF file and click the “Publish” button. Office will export the document to a password-protected PDF file.
- **Warning:** You won’t be able to view the PDF file if you forget the password. Be sure to keep track of it or you’ll lose access to your PDF file.



- You’ll have to enter the PDF file’s password when you open it. For example, if you open the PDF file in Microsoft Edge—Windows 10’s default PDF viewer—you’ll be asked to enter the password before you can view it. This also works in other PDF readers.



Zipping your files.

- Put all the files into a new folder
- Right-click on the folder to be sent
- Select "Send To" and then click "Compressed (Zipped) folder"
- The files will start compressing
- After the compression process is complete, attach the compressed file with the extension .zip to your email.

Keeping passwords safe.

We recommend that you store the password either as a note on a hardcopy document which is then filed or stored safely or a softcopy that is saved in the bid response folder once the bid has been submitted or in line with your document management policy.

ELIGIBILITY AND QUALITY CRITERIA

Minimum threshold and additional points

Two processes exist, namely:

- **Minimum threshold (Table A below):** The points indicated in the column “*Minimum Points*” in **Table A** below, reflect the minimum eligibility threshold. Candidates achieving full score in this column progress to the next round of point scoring, namely points available in Table B. No points are added from Additional Points to Minimum Points in the event full point are not achieved for Minimum Points. Only zero or full points are awarded. Any zero point leads to automatic disqualification.
- **Additional quality points (Table B below):** The points indicated in **Table B** below, reflect the potential to achieve additional points. Bidders are encouraged to maximise such points in light of the cost-effectiveness methodology of awarding to the bidder with the highest points.

Requirements

Bidders are required to populate **Table A** and **Table B** below.

Table A: Threshold/minimum eligibility criteria

One point provided for each criterion. A total of six out of six points are required to qualify to progress to the next round.

Minimum eligibility criteria	Evidence	Bidder’s response
<p style="text-align: center;">1. Author’s book experience</p> <p>The guideline will follow the format of a book, and will be a lengthy book-length guideline of about 1000 pages. Minimum experience of a having authored (or co-authored) 100 page book / guideline (the page count excludes non-content sections such as glossary of terms, references, index and table of contents)</p>	<p>Provide name and length of book</p> <p>The Bidder through this response is deemed to consent confirm that the NRF may have brief sight of same, if required (a brief scan). Furthermore the NRF may request further details and/or demonstration of book formation experience, such as indexing on NRF’s guideline template.</p>	<p>Fill in details in this column, or if an annexure is employed, provide precise page number of response.</p>
<p style="text-align: center;">2. Specification guideline experience</p> <p>Knowledge of bid invitations / specifications</p>	<p>A book / guideline on specifications which is public sector specific (50 pages minimum) [Provide details],</p>	

Minimum eligibility criteria	Evidence	Bidder's response Fill in details in this column, or if an annexure is employed, provide precise page number of response.
3. Specification expertise Training provided to organs of state	Credible specification training provided to public entities (at least one day long)	
4. Transcription software Access to appropriate software to convert recording to a transcript to a standard that captures technical terminology adequately	Provide details of transcription software to be employed. The NRF reserves the right to request a demonstration of such software.	
5. Technical	Provide a list of the five (5) most common types of specifications that are used internationally in the public sector	
6. Confirmation of capacity	Confirm by typing "yes" in the right hand column including stating the name(s) of the resource(s) that capacity exists to complete project within six (6) months of appointment.	
Total points (six out of six points required)		

Refer [Table B: Maximising quality scoring scale](#) to score additional points contained overleaf.

Table B: Maximising quality scoring scale

Skills / experience (Points)	Evidence	Bidder's response Fill in details in this column, or if detailed provided in a separate annexure, to provide the page number in this column.
<p>a. Contribution in public sector context (20 points)</p> <p>Public sector entities engaged in complex and/or innovative procurement</p> <p>(2 points per public entity and/or per contribution type to a maximum of 20 points. To illustrate if you have made six different contributions to one entity it merits 12 points and if you have made the same contribution to four different entities, it merits 8 points)</p>	<p>Provide details of each entity with high level contribution to each entity on specifications: Categories of contributions may include any of the following:</p> <ul style="list-style-type: none"> • Specialist and significant specification consultancy / advice, • Design of job descriptions for specification specialists • Quality assurance of specifications involving complex and/or innovative procurement, • Design of bid invitation templates for complex and/or innovative procurement, • Design of specification policies, and/or • Providing key content on complex and/or innovative specifications <p>The bidder through this response is deemed to consent to the NRF interviewing such entities at the NRF's discretion and to providing the NRF with contact details upon request and/or evidence of such contribution and securing the client's consent for same.</p>	
<p>b. Knowledge of different specification types (15 points)</p> <p>(3 points for each item up to a maximum of 15 points; each of points totalling 3, allocated to definition/description, reference and unique distinctives respectively)</p>	<p>In terms of the five(5) most common types of specifications identified in the minimum thresholds above (Table A), define/ describe each type and provide key authoritative references supporting such definitions/descriptions, provide a narrative on what makes each type uniquely distinct.</p>	

Skills / experience (Points)	Evidence	Bidder's response Fill in details in this column, or if detailed provided in a separate annexure, to provide the page number in this column.
<p>c. Strategic sourcing: Integrating category, methods and specifications</p> <p>An understanding of the relationship between complexity/innovation, procurement methods and specifications</p> <p>(15 points)</p> <p>(3 points for each complete cluster up to a maximum of 15 points. Points awarded in 3 point groups only)</p>	<p>List five (5) key SCM methods employed for the procurement of complexity and/or innovation and name the recommended specification type to employ with reasons why.</p>	
<p>Total 50 maximum points</p>		

Bidder content in guideline

In the event that the bidder is appointed, the successful bidder, by virtue of responding, agrees to the use of content in the guideline/s, where relevant, once contracted.

CONTENT SOURCES

Existing content

- **Training material:** Existing training slides and a transcript and recording from two different training sessions with largely different content. The two training sessions on specifications totalled approximately four (4) days with approximately 500 training PowerPoint slides. The first training session has a software-generated transcript. The second training session was recorded and lends itself to transcription using appropriate transcription software. Such transcription software will need to be provided by the service provider. Outdated content in the training material such as prescripts that are no longer applicable to be excluded. Where necessary references may need to be updated if subsequent versions of references provided in prior training have been published.
- **Pilot guideline:** The importation and editing of a pilot guideline (Approximately 160 pages including 100 pages of substantive content). Text boxes will need to be excluded and certain editing performed to align the pilot's standard to that of these guidelines.
- **Other NRF material:** The NRF has a number of in house documents which may be incorporated, including a specification template, an accompanying guideline, checklists, a chapter on specifications in an SCM guideline, literature (to be added to list of references) and annotated list of references (including Outcome Based Specifications), and working glossary. This material may be consolidated in the main content and/or included as annexures. Whilst most documents may be in MS Word format, the service provider should make provision to convert PDF documents to MS Word, using appropriate software, and making appropriate edits to ensure a consistent standard.

New content

In the event that such edited transcriptions etc. do not total 999 pages, additional content may need to be provided by the service provider based on outlines and guidance provided by the NRF, subject to negotiation. The service provider may need to provide further content through, *inter alia*:

- Completion of work in progress by the NRF
- Augmenting glossary of terms (e.g. through inclusion of additional concepts evident in Index)
- Augmenting references
- Augmenting ancillary content of the condensed guideline through enhanced glossary of terms, indexing etc.
- Addition of illustrative images
- Compliance section in the event that the Procurement Bill is promulgated and/or regulations/instructions are provided which are relevant to this project
- Further research and development, etc.

The detail of this mechanism is included in section **SBD 3.1 Pricing** (Special Condition number 3).

In such an eventuality the total number of pages will be reduced to ensure that the average time spent working on incorporating existing training material is provides a basis for proportionately estimating time available for new material, and as the additional pages will be reduced within the basis of time budget available as agreed with the service provider. In the event of agreement not being reached, payment will be made on a proportional basis, namely the number of completed pages as a percentage of the overall length of 999 pages.

STANDARDS

Standards/expectations defaults, unless agreed otherwise, include:

Editing

Standard reasonably accepted for a public entity guideline in line with the NRF's existing guidelines. A professional academic editor is not required.

Footnoting

Bottom of each page

Glossary of terms

Sources of definitions to be provided, including page number if readily available.

References

Harvard University's referencing methodology

Hyperlinks

Table of contents

Index

A indicative guide in terms of the level of detail and length of the index is that Sue Arrowsmith's *Law of Public and Utilities Procurement*. The 2014 Third edition, Volume 1 has about 40 pages of indexing for a book length of about 1400 pages suggesting a heuristic of up to 30 pages for a 900 page guideline.

Table of contents

Four levels for the extensive guideline and one level for the condensed guideline

Template

NRF's SCM guideline template which contains colours, fonts, font sizes, colours, cover page and so on, unless agreed to otherwise in writing. Copy available upon request. The successful bidder will be provided with the NRF's *Competitive Dialogue* guide to demonstrate the use of the template.