INVITATION TO BID

BID DESCRIPTION	
Appointment of a Service Provider to Conduct Media Monitoring, Analysis and Reporting for a period of 36 months for the DSTI, and the NRF.	
ATTENTION – FRAUD ALERT!!!!!!!! It is common for scammers to call potential bidders pretending to be NRF's employees and offering to swing tenders your way for a fee. **DO NOT FALL FOR IT, IT IS A SCAM!** The NRF and its employees would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.	
Bidder Name:	
Bid Number:	NRF-SAASTA SCIE/59/2025-2026
Closing Date **Closing Time:**	12 December 2025 11:00am
Bid Submission must be submitted electronically.	Bid application via the National Treasury e-submission. Below is the link and instructions for the application process: https://admin.etenders.gov.za//Identity/Account/Login?ReturnUrl=%2F/. To respond to a tender, you need to follow the steps below: Go to the national treasury e-tender website. Select the tender number in the search box, enter the tender number, and the tender will appear. Click on it. You look for tender with the Tick sign ✓ for e-submissions, you click the plus + sign to expand, you scroll down and click start e-submission. Log in with your CSD login details, and you can then proceed from there.
Bids Labelling	Folders must be titled with the bidder's company name, bid number, and folder type—for example, 'Proposal Folder' and 'SBD 3.1 Price Folder'—in accordance with the TABs created for submission on the e-Tender Portal.

Enquiries are directed in writing to:	
Section	**Supply Chain Management**
Contact person	Sindisiwe Ntuli
Email address	s.ntuli@saasta.nrf.ac.za

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INTRODUCTION

INTRODUCTION TO THE NRF

The National Research Foundation Act, as amended, Act 19 of 2018, establishes the National Research Foundation ("NRF") as the juristic legal entity that will contract with the awarded bidder. Please visit the NRF website (https://www.nrf.ac.za) for more information.

BACKGROUND TO SAASTA

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

THE REQUIREMENTS OF THIS BID

The objective of this BID is to appoint a service provider to conduct media, online media and social media monitoring services for the Department of Science, Technology and Innovation (DSTI) and its entities, the NRF, its business Units and National Facilities for a period of 36 months. The service provider is required to conduct media monitoring services on scientific topics/subjects and Organisational mentions, report on the monitoring activities as expected, and provide an interactive, real-time platform for the use of the DSTI, its entities, the NRF, and its Business Units and National Facilities.

PART A – BID REQUIREMENTS

SERVICES REQUIREMENT SPECIFICATIONS

The National Research Foundation (NRF), through the Department of Science, Technology and Innovation (DSTI) and its implementing agency, SAASTA, seeks to appoint a suitably qualified and experienced service provider to deliver comprehensive media monitoring services covering all relevant platforms—broadcast, digital, print, and social media. The purpose of this appointment is to enable proactive tracking, analysis, and reporting of media coverage related to the DSTI, NRF, and its National Facilities. The appointed risk and provider will be expected to provide real-time access to media data, interactive analytics dashboards, AI-driven insights, and tailored reporting to enhance institutional visibility, manage reputational risk, and support strategic communication planning. This service forms

part of the broader science engagement and communication mandate to measure the impact of science in society and ensure evidence-based media insights across the National System of Innovation (NSI). The required services are as follows: Broadcast, Digital, Print and Social Media Monitoring, including an interactive dashboard with alerts and reporting.

The table below highlights the key expected deliverables outlined in the detailed statement of work.

Component	Description / Scope	Expected Outputs & Deliverables	Frequency / Reporting Cycle
1. Broadcast Media Monitoring	Monitoring and analysis of identified national and community television and radio stations for coverage relating to DSTI, NRF, and all facilities.	- Database of broadcast mentions- Audio/visual clips and transcripts- Sentiment and reach analysis	Daily collection; Monthly & Quarterly consolidated reports
2. Digital Media Monitoring	Collection and reporting of online media data from news websites, portals, and other digital platforms.	- Digital coverage repository- Keyword-based analysis- Trend identification	Continuous; Monthly & Quarterly reports
3. Print Media Monitoring	Systematic monitoring of national and community newspapers and magazines for editorial coverage.	- Scanned clippings with metadata- Sentiment and journalist byline data- Coverage summaries	Daily capture; Monthly summaries
4. Social Media Monitoring	Tracking of mentions across major social platforms (e.g., X/Twitter, Facebook, LinkedIn, YouTube, Instagram).	- Real-time social analytics dashboard- Hashtag, keyword, and influencer insights- Engagement metrics	Continuous; Weekly summaries; Monthly reports
5. Interactive Dashboard	Development and maintenance of a real-time, user-friendly dashboard with AI-driven analytics.	- Cloud-hosted, multi-entity access dashboard- Filters by date, topic, spokesperson, etc.- Exportable charts, visuals, and insights	24/7 access; Monthly performance review
6. Media Alerts	Timely alert system for sensitive or emerging issues.	- Daily summary alerts- Instant notifications for critical coverage- Live feed integration during key events- Report release alerts	Daily and instant as required
7. Reporting & Insights	Production of periodic analytical reports highlighting media trends, sentiment, and performance metrics.	- Monthly and quarterly reports- Year-end trend analysis- Thematic media analysis (science engagement, innovation, etc.)	Monthly, Quarterly, Annual

8. Training & Capacity Building	Provision of technical and analytical training to DSTI, NRF, and facility communication teams.	- Initial system induction- Bi-annual refresher training- Ongoing training for new users or system updates	Initial rollout + Bi-annual sessions
9. Account Management & Support	Dedicated account manager for SAASTA and technical support for all participating entities.	- Key Account Manager contact- Support log and response tracking- System maintenance and updates	Ongoing throughout the contract
10. Data Storage & Backup	Secure data hosting and cloud-based backup of all monitored material.	- Accessible cloud repository- Regular backup reports- Data retention compliance certificate	Continuous; Monthly verification

Detailed Statement of Work

1. Specifications of the services to be procured

1.1. Media Monitoring Services Breakdown

Media Monitoring will include the following platforms:

1.1.1. Broadcast Media Monitoring

Conduct monitoring, collect data from, and report on all identified national and community television and radio broadcast media outlets.

1.1.2. Digital Media Monitoring

Conducting media monitoring, collecting data from, and reporting on all digital and online media platforms.

1.1.3. Print Media Monitoring

Conduct monitoring, collect data from, and report on all editorial print media, including national and community newspapers and magazines.

1.1.4. Social Media Monitoring

Conduct monitoring, collect data from, and report on all mainstream social media platforms.

1.2. Media Reporting Dashboard

The data, as collected and captured, must be accessible through a customisable,

interactive dashboard for analysis and reporting. The dashboard should enable users to filter, segment, and draw insights using *the variables listed below:*

- *Date*
- Keyword
- Spokesperson
- Publication
- Platform
- Media type
- Sentiment
- Byline
- Geographic reach

The dashboard must support:

- Search and filtering: Users can query data by keyword, topic, spokesperson, time period, or media channel.
- Comparisons: Users can generate comparative reports across timeframes (e.g., month-to-month, year-on-year) or across agents/entities.
- Visualisation: Automatic generation of charts, graphs, and trend lines to highlight peaks, sentiment shifts, and media coverage patterns.
- Export functions: Capability to export data into formats such as Excel, PDF, or PowerPoint for reporting.
- User access control: Entity-specific access for NRF Facilities, SAASTA, and other DSTI entities.

Preferably, the dashboard should be supported by AI-driven insights, such as automated sentiment analysis, anomaly detection, and trend identification, to enhance the depth and speed of reporting.

1.3. Media Alerts

To enable timeous reporting, the service provider must:

1.3.1. I provide daily and/or instant media alerts;

1.3.2. Lag sensitive media articles and/or clips; Provide occasional live news feeds on a needs basis

1.3.3. Provide of monthly and quarterly report alerts

To enable timeous reporting, the service provider must provide a responsive alerting system that promptly notifies stakeholders of relevant media coverage. This includes:

- Daily alerts: scheduled email or platform-based alerts summarising all relevant coverage for the day.
- Instant alerts: immediate notifications when critical or sensitive coverage is detected.
- Sensitive content flagging: automatic identification and flagging of reputationally significant or high-risk items.
- Live news alerts: provision of live news feeds or rolling updates during high-profile events, on a needs basis.
- Report availability alerts: notifications to designated stakeholders when monthly, quarterly, or annual reports are finalised and available for access.

1.4 Account Management: Provide SAASTA with access to a key account manager or service consultant. All other DSTI entities will be provided with access to entity-specific information.

2. Expected Outcomes and Deliverables

2.1. Expected outcomes:

2.1.1. To conduct media monitoring services for the DSTI, NRF and its business Units and National Facilities

2.1.2. To conduct media monitoring services on scientific topics/subjects as per the keyword list.

2.1.3. To report on the monitoring activities as expected.

2.1.3.1. To provide an interactive real-time platform for the use of the DSTI, NRF and

its Business Units and National Facilities.

2.1.3.2. To provide cloud backups of all monitored media to the NRF and the project leader

2.1.3.3. Bi-Annual Technical training to be provided to all users at the DSTI, NSI, NRF Facilities and SAASTA as needed. Initial training for all users and systems, ongoing training for new users, and updates required due to system changes are to be provided.

2.2. Breakdown of required Media Monitoring: Keywords and Spokespersons

The list of agents and spokespersons below applies to sections that refer to media monitoring.

Agent	Keywords
Department of Science, Technology and Innovation Acronym (DSTI)	African Origins / Indigenous Knowledge Systems (IKS) / Palaeontology; Antarctic Research; Aquatic Sciences; Astronomy; Biotechnology; Energy; Nanotechnology; Science, Technology, Engineering, Mathematics and Innovation (STEMI); Space Science
National Research Foundation Acronym (NRF)	*Keywords to be taken into account and often mentioned in conjunction with NRF:* National System of Innovation (NSI), Research, Innovation, Impact Support and Advancement (RIISA); Applied Research, Innovation and Collaboration (ARIC); Grants Management and Systems Administration (GMSA); Human & Infrastructure Capacity Development (HICD); Reviews and Evaluation (RE); Institutional Engagement & Partnership Development (IEPD); International Relations and Cooperation (IRC); Research Chairs and Centres of Excellence (RCCE); Knowledge Fields Development (KFD); Technology and Human Resource for Industry Programme (THRIP); South African Nuclear Human Asset and Research Programme (SANHARP); Bioinformatics and Functional Genomics Support Programme;

	2ENRICH; Research and Technology Fund (RTF); National Research Facilities; Human Capacity Programme; Institutional Capacity Programme; SA PhD Project; Strategic Platforms Programme; South African Research Chairs Initiative (SARChI) and Centres of Excellence (CoE); International Council for Science Secretariat (ICSU); Knowledge Interchange and Collaboration (KIC); Africa and Multi-lateral Cooperation (AMC); Africa and Multi-lateral Cooperation (AMC); Overseas Collaboration (OC); International Research Grants (IRG); Strategic Knowledge Fields Grants (SKFG); Scholarships and Fellowships Programme; Next Generation and Emerging Researchers (NGER); Presidential PhD Programme (PPhD)
	Spokesperson/s: Dr Fulufhelo Nelwando; Ms Tandi Maputaka; Mr Dumile Mlambo; Dr Gugu Moche; Dr Angus Patterson; Dr Thandi Mgwebi; Mr Bishen Singh; Dr Mbulelo Ncango; Dr Sello Manoto; Dr Zolani Dyosi; Mr Michael Nxumalo; Dr Prudence Makhura; Dr Dorothy Ngila; Dr Patrick Nonjola; Dr Sepo Hachigonta
iThemba LABS iThemba Laboratory for Accelerator-Based Sciences iThemba Labs	*Keywords to be considered and often mentioned in conjunction with iThemba Labs:* Experimental nuclear physics; Materials research; Radiation biophysics; Research and development pertaining to particle accelerators; Accelerator-based radionuclides Energy / Alternative Energy / Renewable Energy / Sustainable Energy

	Basic and Applied research, Nanotechnology, Neutron physics, Radiation protection, Analysis techniques, Particle Physics (SA-CERN)
	Spokesperson/s: Prof Makondelele Victor Tshivhase; Dr Rudolph Nchodu; Dr Rudzani Nemutudi; Dr Gillian Arendse
South African Radio Astronomy Observatory Acronym (SARAO)	*Keywords to be considered and often mentioned in conjunction with SARAO:* Karoo Array Telescope; Karoo Array Teleskoop; SKA Telescope; SKA Teleskoop; MeerKAT Telescope | MeerKAT Teleskoop Karoo Array Telescope| Karoo Array Teleskoop; Square Kilometre Array; Square Kilometer Array SARAO; Space Geodesy; Radio Astronomy; HartRAO; Astronomy outreach; Pulsar Timing; VLBI (Very Long Baseline Interferometry); Astronomy Space Science; AVN (African VLBI Network); SLR (Satellite Laser Ranging); CRF (Celestial Reference Frame); Astrometry; Hydrogen Epoch of Reionization Array |HERA Hydrogen Intensity and Real-time Analysis Experiment | HIRAX; Astro Tourism, Astro guide, AGA, Radio control, geo odyssey, Laser ranging, GPS calibration, Satellite tracking Hartebeesthoek Radio Astronomy Observatory
	Spokesperson/s: Ms Pontsho Maruping; Dr Adrian Tiplady; Ms Milisa Kentane; Dr Fernado Camilo, William Garnier, Jessica Dempsey, Lindsay Magnus, Tracy Cheetham

South African Astronomical Observatory Acronym (SAAO)	*Keywords to be considered and often mentioned in conjunction with SAAO:* Southern African Large Telescope (SALT); Sutherland Observatory; SA Groot Teleskoop; Office for Astronomy Development (OAD); Astronomy Space Science; South African Astronomical Observatory;
	Spokesperson/s: Dr Rosalind Skelton, Dr Daniel Cunnama,Dr Encarni Romero Colmenero, Mr Kevin Govender Prof. Stephen Potter, Dr Ramotholo Sefako, Dr Daniël Groenewald, Mr Hitesh Gajjar, Mr Sivuyile Manxoyi
South African Agency for Science and Technology Advancement Acronym (SAASTA)	*Keywords to be considered and often mentioned in conjunction with SAASTA:* Science Engagement, African Science Communication Conference (ASCC); Astronomy quiz (AstroQuiz); Department of Science and Technology (DSTI) Science and Technology Olympiads and Competitions (FESTOC); National Science Week; National Supplementary Tuition Programme; National Youth Service (NYS); Nurturing Talent in Science, Engineering and Technology (SET); Programmatic Support Grant Intervention; National Schools Debates; Natural Science Olympiad; Primary School Science Intervention; Primary School Science Initiative; Primary School Science Intervention; Public Understanding of Biotechnology Programme (PUB); Science advancement; Science Camps for Learners with Potential; Science Centre Capacity Building; Science Festival; Science Olympiad; Science Outreach and Awareness; South African Quantum

	Physics Camp; Southern African Science Lens Competition (SA Science Lens); STEMI Olympiads and Competitions; Techno Youth; World Space Week; Young Science Communicator's Competition; Youth Into Science, Citizen Science, Engaged research
	Spokesperson/s: Dr Mamoeletsi Mosia; Dr Anton Binneman; Ms Daphney Molewa; Dr Moloko Matlala; Ms Joyce Mabale; Mr Shadrack Mkansi
South African Environmental Observation Network Acronym (SAEON)	*Keywords to be taken into account and often mentioned in conjunction with SAEON:* Ecosystem; Ecology; Hydrology; Oceanography; Environmental observation; Long-term ecosystem research; Environmental change; Coastal systems; Marine systems; Atmospheric systems; Human-ecology interface; Environmental policy; State of the environment; Biodiversity; Natural resources; Carbon cycling; Rivers; Wetlands; Karoo; Grassland; Savanna; Forest; Fynbos; Environmental science education; Information management; Data management; Climate change; Land use change; Alien invasive species; Biological conservation; Natural disaster; Eco-informatics Antarctic Research; Arid Lands; Estuaries; Data systems; Data portal; Global Change; SAEON Node(s); Agulhas-Somali Current; Mountain ecosystems; Land degradation; Global Change; Climate Change; Graduate student network. Spokesperson/s:

	Dr Mary-Jane Bopape; Ms Kogie Govender
South African Institute for Aquatic Biodiversity Acronym (SAIAB)	Keywords to be taken into account and often mentioned in conjunction with SAIAB: NRF SAIAB Acoustic Tracking Array Platform (ATAP); African Coelacanth Ecosystem Programme (ACEP); Barcode of Life; Biobank; Bioinformatics; Catch and Release Angling (CARA); Collection Facility; Ichthyology and Fisheries Science (DIFS), Isimangalso Wetland Authority; Rhodes University; FishBOL; Fisheries management; International Barcode of Life (IBOL); JLB Smith; Margaret Smith Library; Marine Protected Areas; Marine Research Platform; Molecular laboratory; National Fish Collection; NEM:BA; NFEPA; Ocean Tracking Network (OTN); Professor Alan Whitfield; Professor Olaf Weyl; Professor Paul Cowley; R/V uKwabelana; Remote Observation Vehicle (ROV); Sodwana Bay; South African Sustainable Seafood Initiative (WWF-SASSI); Western Indian Ocean Amphibians; angling; Antarctic; aquatic; aquatic invertebrates; biodiversity; biodiversity informatics; coelacanth; conservation biology; diversity; diving; east coast; estuaries; estuarine ecology; ecosystems; evolution; evolutionary biology; fishes; fishing; freshwater; frogs; gene; invasion biology; marine; molecular biology; natural history collections; ocean systems; oceans; palaeontology; research vessel; rivers; sea; selekant; specimen; subsistence fisheries; systematics; telemetry; underwater; underwater optical system; wetlands; zoology.
	Spokesperson/s: Prof. Albert Chakona; Mr Lucky

	Dhlamini; Prof. Julie Coetzee
South African Research (Each theme has to be tracked)	African Origins / Indigenous Knowledge Systems (IKS) / Palaeontology Antarctic Research; Aquatic Sciences; Astronomy / Space Science Biotechnology; Energy; Nanotechnology; Innovation (STEMI);
Human Science Research Council Acronym (HSRC)	Research, Science, perceptions, DSTI
Technology Innovation Agency Acronym (TIA)	Innovation, technology, Biotechnology, Platforms, ICT, funding, Skills development, commercialisation, THENSA, AI,
South African National Space Agency Acronym (SANSA)	Research, innovation, Space Science, Astronomy, Satellites
Academy of Science of South Africa Acronym (ASSAF)	SASJA, Quest Magazine, SciELO, SfS Newsletter

2.3. Expected deliverables in terms of Print, Broadcast, Digital and Media

The general expected deliverables and outcomes are expected in broadcast, print, digital, online and social media; these are:-

2.3.1. A comprehensive annual report on all media monitored must be submitted at the end of the NRF financial year

2.3.2. Monthly reports to be submitted on the monitored media, providing all relevant reporting criteria.

2.3.3. All Reports and data must be Electronic and retrievable through the online platform.

2.3.3.1. An online platform with the reports that can be accessed by the Business Units and National Facilities needs to be created.

2.3.3.2. The Online platform should be interactive.

2.3.3.3. Two daily e-mail alerts, morning and afternoon, capturing all the stories published that day, will link to the story or online database where the story has been stored.

2.3.3.4. Research Chairs should be tracked where the name of the researcher and their institution are found in the same proximity.

2.3.3.5. Reports should display trends.

2.3.3.5. With all keyword searches, Boolean operators, proximity, and frequency need to be considered to eliminate irrelevant items.

2.3.4. RAMS and AMPS need to be updated regularly.

2.3.5. All media must be monitored.

2.3.6. The list of Research Chairs should be updated annually.

2.3.7. Spokespeople need to be updated as their information changes.

2.3.8. Keywords should be updated to reflect changes in the business units.

2.3.9. All monitored media content related to South African research and the DSTI should be provided to SAASTA in a format that allows for in-depth analysis.

2.3.10. When sampling was conducted, the basis of that sampling had to be justified by means of RAMS, AMPS, and TAMS, as well as its application in the selection process.

2.3.11. All reports should consist of graphic representations of media statistics.

2.3.12. Each of the corporate agents stated above must be reported on separately.

2.3.13. Reports on the different agents should be presented in a way that facilitates comparison between agents and monthly comparisons within each agent.

2.3.14. Reports should be structured so that trends, developments, and media coverage peaks are easily identifiable over time.

2.3.15. Reports, reporting structure and format should be consistent between months and for the various agents.

2.3.16. Reports should be presented in a neat, edited fashion and should have a professional appearance and layout.

2.3.17. Reports should be available electronically.

2.3.18. Reports should be available in real time.

2.3.19. RSS feeds should be available.

2.3.20. There should be consistency in reporting across and within agents.

2.3.21. Service providers must ensure that broadcast media (audio/video). New media are accessed daily and archived to prevent data from expiring.

2.3.22. The service provider must accept responsibility for reports for a period of one year after the completion of the contract and submission of the final reports. Service providers using subcontractors must list them and provide proof that the subcontractors can perform the work.

2.3.23 Should errors be identified in reports after submission, the service provider will be responsible for providing complete sets of corrected reports and data sets at no additional cost to the NRF.

2.3.24. All data (raw data and reports) should be stored and made accessible on an interactive, access-controlled, web-based portal that enables the NRF to access information at any time.

2.3.25. The service should include an interactive, web-based analysis system that will allow users with access to produce weekly, monthly, or periodic reports with live graphic representations of data and have functionalities that can produce or generate the following: A basic Excel report, which includes clip count, area measurement, AVE- / RAMS- / TAMS value.

i Circulation value; Readership / listenership / viewership; PR Value; Advertising Value

ii Equivalent (AVE), Media type; Geographic reach

2.3.26. Comparative periodic reports (week-on-week / month-on-month / year-on-year, etc.)

2.3.27. Graphic presentations of any media statistics generated through the use of this system

2.3.28. Access must be provided to online tools for at least 20 users (NRF, the Facilities and Business Units)

2.3.29. Technical support must be available.

2.3.30. Induction and periodic training should be provided at least twice a year, as needed.

2.3.31. SAASTA will have unlimited use of all information provided by the service provider, the NRF. The NRF and SAASTA will be free to duplicate and distribute any part or parts of reports, or entire reports, as they see fit.

2.3.32. The appointed service provider will commit to a performance management agreement.

2.3.33. The Performance management agreement will align with the Specifications and expected outcomes.

2.3.34. Penalties will be applied in accordance with Government and Treasury legislation and guidelines, as well as those outlined in the Contract.

2.3.35. The provided media list needs to be monitored; if any of the media cannot be monitored, the service provider should indicate this.

2.3.36. SAASTA must be able to conduct searches across all different platforms and across all agents

3. Monitoring Services

3.1. Print Media Monitoring

3.1.1. The contracted service provider is expected to:

3.1.1.1. I provide media monitoring services (tracking, collection and archiving of media data) for print media published and distributed within South Africa.

3.1.1.2. Print media refers to traditional print media, which includes paper-based newspapers, magazines, journals or periodicals, and any other paper-based media that might be relevant.

3.1.1.3. Conduct media monitoring on the following agents:

CORPORATE AGENT	
1	National Research Foundation / NRF / RISA
2	South African Astronomical Observatory / SAAO
3	South African Institute for Aquatic Biodiversity / SAIAB
4	South African Radio Astronomy Observatory/SARAO / HartRAO
5	iThemba LABS

6	South African Agency for Science and Technology Advancement / SAASTA
7	South African Environmental Observation Network / SAEON
8	African Origins / Indigenous Knowledge Systems (IKS) / Palaeontology Antarctic Research; Aquatic Sciences; Astronomy / Space Science Biotechnology; Energy; Nanotechnology; Innovation STEMI;
9	DSTI / Department of Science, Technology, and Innovation
10	HSRC/ Human Science Research Council
11	TIA /Technology Innovation Agency
12	SANSA/ South African National Space Agency
13	ASSAF/ Academy of Science of South Africa

i. Refer to the list of agents and keywords provided.

ii. The thirteen scientific agents in the table above only need to be monitored in the South African context.

3.1.3.1. Provide for a 20% variation in the keywords provided above. Allowing SAASTA to update keywords to ensure optimal monitoring.

3.1.3.2. Eliminate false positive hits, for example, Meerkat vs MeerKAT, the telescope is the focus, the animal needs to be excluded, SAASTA will manage this for facilities with the appointed service provider.

iii. Provide for the NRF to review all keywords and spokespeople provided on a six-monthly basis, in line with the original unit costs proposed.

3.1.4. Expected deliverables in terms of Print Media

i. Monitoring of print media, which includes media data tracking, collection and archiving, for the periods specified under each respective agent.

ii. All media data, including advertorials and public opinion pieces, but excluding advertisements, should be monitored.

iii. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.

iv. Data for each agent is to be categorised by agent and stored separately in chronological order by agent to ensure ease of access and identification.

v. Three sets of data discs and an electronic copy for each agent are supplied on a monthly basis.

vi. Each clip should be accompanied by at least the following information:

a) Name of publication
b) Date/issue of publication
c) Advertising Value Equivalent (AVE) (values indicated in South African Rand)
d) Circulation/readership
e) Page number
f) Name of journalist/author
g) Living Standard Measure (LSM)
h) Demographic information
i) Distribution (national/regional / community / other)

vii. A complete list of publications tracked should be provided. It should be clear how many publications are national, regional, community, and other, as well as the number of publications for each category: national, provincial, and others.

viii. The number of print publications monitored, and particularly South African publications, will be a strong consideration during the evaluation of proposals.

3.2. Monitoring of <u>Broadcast Media</u>

The contracted service provider(s) are expected to:

i. Provide media monitoring services (tracking, collection and archiving of media data) for broadcast media aired within South Africa.

ii. Monitor broadcast media, including television, radio and digital broadcasting.

iii. The contracted service provider(s) expected to:

CORPORATE AGENT	
1.	National Research Foundation / NRF / RISA
2.	South African Astronomical Observatory / SAAO
3.	South African Institute for Aquatic Biodiversity / SAIAB
4.	South African Radio Astronomy Observatory /SARAO
5.	National Zoological Gardens / NZG
6.	iThemba LABS
7.	South African Agency for Science and Technology Advancement / SAASTA
8.	South African Environmental Observation Network / SAEON
9	African Origins / Indigenous Knowledge Systems (IKS) / Palaeontology Antarctic Research; Aquatic Sciences; Astronomy / Space Science Biotechnology; Energy; Nanotechnology; Innovation (STEMI);
10	DSTI / Department of Science, Technology, and Innovation
11	HSRC/ Human Science Research Council
12	TIA /Technology Innovation Agency
13	SANSA/ South African National Space Agency
14	ASSAF/ Academy of Science of South Africa

iv. Refer to the list of agents and keywords provided.

v. Provide for a 20% variation in the keywords provided above.

vi. Provide the NRF with transcripts of broadcasts for detailed content analysis.

3.2.3. Expected deliverables in terms of Broadcast Media

i. Monitoring of broadcast media, which includes media data tracking, collection and archiving for the periods specified under each respective agent.

ii. All broadcast media content, including advertorials and public commentary, but excluding advertisements, should be monitored.

iii. All media data should be archived and made available to the NRF and SAASTA via transcripts, web-based portal(s) and electronic soft copies on DVD / Blu-ray discs.

iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.

v. The NRF-SAASTA needs to be provided with transcripts of broadcast media.

vi. Data for each agent is categorised by agent and stored separately in chronological order by agent to ensure ease of access and identification.

vii. Three sets of data discs for each agent are supplied on a monthly basis. The following information should be provided for each broadcast clip tracked:

a) Station / Channel

b) Date of broadcast

c) Duration of broadcast

d) RAMS / TAMS (values indicated in South African Rand)

e) Broadcast footprint

f) Time of broadcast

g) Viewership / Listenership

h) Demographic information

i) Name of programme

j) Name(s) of journalist/presenter/interviewer/interviewee (if applicable)

k) Nature of programme (i.e. news programme / talk show / investigative programme / magazine programme / speciality programme / documentary / educational programme / children's programme / leisure programme / advertisement / other)

l) Programme type (i.e. live broadcast / scheduled broadcast/repeat broadcast)

m) Language

viii. Audio / visual media data should be provided and archived in an accessible format that will resemble the original format.

ix. A synopsis should be provided for each broadcast clip tracked, containing the following information:

a. Topic/theme

b. Main points or issues: Level and nature of audience participation (if any)

x. A complete list of broadcast platforms for each radio, television and digital tracked should be provided. It should be clear how many platforms fall under each broadcast category — specifically, whether they are national, regional, community, or other — and the number of broadcast platforms tracked under each category for national, provincial, and other purposes.

xi. The number of broadcast stations/channels monitored, and exceptionally South African stations/channels, will be a strong consideration during the evaluation of proposals.

3.3. Monitoring of Digital, Online, and Social Media

The contracted service provider(s) are expected to:

i. Provide media monitoring services (tracking, collection and archiving of media data) for new media, including online media, social media and mobile telephony.

ii. Conduct media monitoring on the following agents and all their owned media as listed:

CORPORATE AGENT	
1.	National Research Foundation / NRF / RIISA/ Corporate https://www.facebook.com/NRFSouthAfrica https://www.linkedin.com/company/national-research-foundation/ https://x.com/NRF_News https://www.youtube.com/@NationalResearchFoundation
2.	South African Astronomical Observatory / SAAO https://www.facebook.com/SAAOnews https://twitter.com/saao/ https://www.youtube.com/user/saltsaao/ https://www.facebook.com/SAAOnews https://twitter.com/saao/ https://www.youtube.com/user/saltsaao/ https://www.facebook.com/SATelescope/?fref=ts https://twitter.com/SALT_Karoo https://twitter.com/search?f=tweets&q=SALTAstro&src=typd
3.	South African Institute for Aquatic Biodiversity / SAIAB https://twitter.com/ACEP_ZA; https://www.facebook.com/Phuhlisa https://www.facebook.com/pages/ATAP-Tracking-fish-movements/634748203321082 http://saiablibrary.blogspot.com/
4.	Hartebeesthoek Radio Astronomy Observatory / HartRAO
5.	National Zoological Gardens / NZG https://twitter.com/natzoo https://www.facebook.com/pages/National-Zoological-Gardens-of-South-

	Africa/90604111534
6.	iThemba LABS https://www.linkedin.com/company/ithemba-labs https://twitter.com/iThembaLabs https://www.facebook.com/iThembaLABSCape
7.	South African Agency for Science and Technology Advancement / SAASTA https://twitter.com/NRF_News https://www.facebook.com/www.NRFlectureseries.ac.za/ https://plus.google.com/104001166710511726391/ http://www.linkedin.com/company/national-research-foundation https://www.youtube.com/channel/UCsof_PNs5UoAiEK7CbUNIaQ https://www.facebook.com/mzansiforscience https://twitter.com/Mzansi4Science
8.	South African Environmental Observation Network / SAEON www.linkedin.com/company/saeon
9.	NRF|SARAO https://www.facebook.com/pages/Hartebeesthoek-Radio-Astronomy-Observatory/400530416715168?fref=ts https://twitter.com/Radio_Astronomy LinkedIn: South African Radio Astronomy Observatory Facebook: SARAO X / Twitter: SKA_Africa Instagram: saraoweb Youtube: SARAO Web TikTok: SARAO_Official Whatsapp Channel: Whatsapp Channel
10	African Origins /

	Indigenous Knowledge Systems (IKS) / Palaeontology Antarctic Research; Aquatic Sciences; Astronomy / Space Science Biotechnology; Energy; Nanotechnology; Innovation (STEMI);
11	DSTI https://www.facebook.com/DSTIgovza
12	HSRC to be provided
13	TIA to be provided
14	SANSA to be provided
15	ASSAF to be provided

iii. Refer to the list of agents and keywords provided.

iv. Provide for a 20% variation in the keywords provided above.

3.3.3. Expected deliverables in terms of Digital, Online and Social Media

i. Monitoring of new media platforms, which will include data tracking, collection and archiving.

ii. All new media data, including advertorial and public opinion pieces, but excluding advertisements, will be monitored.

iii. All new media data should be archived and made available to the NRF and SAASTA via web-based portal(s) and electronic soft copies on DVD/Blu-ray discs.

iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.

v. Data for each agent is categorised by agent and stored separately in chronological order by agent to ensure ease of access and identification.

vi. Cloud backups to be provided on a monthly basis

vii. The following information should be provided for each broadcast clip tracked:

   a. Platform / Website
   b. Original source
   c. Date of communication / first published
   d. Number of hits/downloads
   e. Journalist / reporter / personality / organisation / individual / entity
   f. Web link (where applicable)
   g. Sentiment
   h. Mentions and posts
   i. Followers
   j. Unique reach

viii. Web links or URLss://twitter.com/saao/ not be sufficient. Media data must be stored in a format that is easily accessible offline and retains its original representation.

ix. The service provider will be expected to ensure that all audio/visual media clips are saved before access expires.

x. All text-based and audio/visual new media data should be provided and archived in an accessible format that will resemble the original format.

xi. The number of new media platforms monitored, and particularly South African platforms, will be a strong consideration during the evaluation of proposals.

xii. All data obtained through this process will be the property of the NRF

Bidders must provide the requisite documents that substantiate their responses to

these specifications.

3.4. Services and corresponding performance levels

- The contracted service provider(s) will work in collaboration with the Monitoring and Evaluation Unit at SAASTA, as well as the Corporate Communications and Branding Unit of the NRF, as follows:
- A designated person within the NRF Corporate Communications and Branding Unit will be assigned as the contact person with regard to all media monitoring and media analysis related to the corporate agents. A designated person within the SAASTA Monitoring and Evaluation Unit will be assigned as the contact person for all media monitoring related to the science and technology agents.
- The service provider is to assign a designated project manager to the project.
- Performance meetings will be conducted on a quarterly basis for the first year of the contractual period, and once every four months thereafter.
- Challenges should be identified and communicated within twenty-four (24) hours.
- All queries should be responded to and resolved within twenty-four (24) hours.
- Electronic access to data portholes and archives should be provided to all individuals identified by NRF and SAASTA as users, which might include third parties such as external service providers.
- Daily newsfeed alerts should be forwarded to all individuals identified by the NRF and SAASTA as users on a daily basis.

The NRF and SAASTA should be alerted, and data made available as follows:

3.4.3. No more than eight (8) hours after publication, broadcast or streaming for print, broadcast, online and social media

i No more than eight (8) hours for downloaded materials

ii Information needs to be made available in real-time.

iii Technical support should be provided within twenty-four (24) hours of lodging a request for support.

4. Evidence of Supply Capability (Technical Merit)

The bidder (Individual companies, consortia and all subcontractors) should:

i Have been in business in a relevant sector for no less than three (3) years.
ii Have a sound industry track record and experience.
iii Provide the organisational structure of the organisation
iv Provide biographies / CVs of individuals who will be managing the account/project
v Provide a company profile
vi Provide a portfolio which highlights relevant past experiences and includes examples of relevant previous work
vii Provide a list of clients
viii Provide references with contact details (template attached)
ix Provide at least one reference letter as testimony to the quality of the bidder's performance and services.
x Bidders are required to provide a profile of their companies/organisations as well as one (1) written reference from previous clients in which the clients declare the following:

Criteria	Poor	Good	Above Expectations
Professionalism			
Interpersonal skills			
Turn around/completion times.			
Satisfaction with the work done.			
Overall Impression (i.e. would use again)			

xii. If working as a consortium and or subcontractors, the same information needs to be provided for all parties involved.
xiii. All members of consortia need to be identified, and all subcontractors stated.
xiv. Provide a letter of motivation for all relevant parties.
xv. Specify who the project leader will be.
xvi. Specify the data management (collection and/or analysis) tools being employed.

A short, concise and easily comprehensible explanation of how these tools function should be provided.

xvii. A comprehensive risk management plan needs to be provided.

4.1. A risk management profile is required that includes information on how the risks listed below, and other potential risks, will be mitigated to ensure that service delivery is not affected:

a) Retention of critical skills (regardless of staff turnover)

b) Dating of software

c) Integrity of software

d) Integrity of data

e) relationships with media houses / key stakeholders responsible for ensuring access to data

xviii. In instances of joint venture proposals or where particular components will be subcontracted, the information required in this section must be submitted for all parties that form part of the consortium.

xix. Proposals to include the information provided in the submission index and in the section Bidder's Prequalification Requirements.

xx. Bidders are required to address each of the specification items listed in section – Supplementary information needs to be provided to ensure the Evaluation Committee can make a fair assessment of the bidder's capacity, capability and quality.

xxi. Attention is drawn in the Submission Index where the mandatory Standard Bidding Documents and supplier accreditation documentation are listed.

DUE DILIGENCE

5. Provide detailed requirements to evaluate the bidder's ability to deliver on the bid.

5.1.3. Ethical requirements

9.1.1.2. The bidder must confirm that there are no interests with the NRF and its business units, that it has clean business practices, and that it has determined its bid independently from others as reflected on its submitted SBD 1, SBD 4, and

SBD 6.1

5.2. Shortlisted bidders may be required to present their proposed approach, capacity, and technical capabilities to the Evaluation Panel as part of the adjudication process. The presentation must demonstrate the bidder's proven experience in providing comprehensive media monitoring services across broadcast, print, digital, and social media platforms. Bidders should outline their organisational structure, technical systems and tools (including dashboards and analytics platforms), data collection and verification methodologies, and their approach to ensuring accuracy, timeliness, and relevance of monitoring outputs. The panel will also assess the bidder's track record with similar large-scale public sector or national science and technology clients, the qualifications and experience of the proposed team, data security and compliance measures, and the bidder's ability to provide responsive client support. This session will assist the Panel in verifying the authenticity, capacity, and sustainability of the proposed service provider before final adjudication.

CONTRACT PERIOD

The contractual period for this bid is 36 months. Commencement will be the date of the final signature on the SBD 7 Contract Signing Form.

CONTRACT MANAGEMENT

(Include only applicable sections)

10. Specify the method of delivery and conditions for determining successful delivery after the contract (SBD 7.1) is signed

10.1. The service provider will deliver all contracted services electronically via an online, interactive media-monitoring dashboard accessible to designated NRF-SAASTA and DSTI users. Delivery will be considered successful when:

- All deliverables (alerts, reports, datasets) are uploaded and accessible through the dashboard and/or shared via email as stipulated.
- Monthly, quarterly, and annual reports meet the quality and accuracy standards defined in the Service Level Agreement (SLA).
- Daily alerts and live monitoring meet timeliness and data coverage requirements.

- User access and data retrieval are fully functional.
- Successful delivery will be verified through quarterly performance reviews and acceptance sign-offs by the NRF-SAASTA contract manager. Non-conformance will trigger the penalties described in Section 19 (Managing Service Levels).

11. Delivery Timing, E.g. Lead times

11.1. Daily media alerts must be distributed by 09h00 (morning summary) and 15h00 (afternoon update) on each business day.

11.2. Real-time or near-real-time monitoring data must be made available within 48 hours of publication or broadcast.

11.3. Monthly reports must be submitted on or before the last calendar day of each month.

11.4. Quarterly reports must be submitted within five (5) working days after the end of each quarter, and annual consolidated reports must be submitted within fifteen (15) working days after the NRF financial year-end.

12. Failure to meet delivery timelines will attract penalties as per the SLA. Support service

12.1. The service provider must maintain a dedicated technical support channel (email and telephone) for NRF-SAASTA users to resolve access or data integrity issues. Support requests must be acknowledged within 4 hours and resolved within 24 hours of receipt.

12.2. Training and onboarding must be provided to all identified users at project initiation and repeated bi-annually or upon system updates. Support must include troubleshooting, dashboard navigation assistance, and guidance on report generation.

13. Supplier Relationship Management

The relationship between the NRF and the awarded bidder will be governed through a structured communication protocol.

A **designated contract manager** from SAASTA will oversee performance and compliance.

Quarterly review meetings (in the first year) and triennial meetings (in years 2–3)

will be held to assess service delivery, discuss risk mitigation, and review performance data.

Persistent underperformance (two consecutive periods of non-compliance) will result in formal escalation and may lead to contract termination in terms of GCC Clause 23.

14. Contract management during implementation

14.1. The contract will be actively managed by SAASTA's Science Communication and Engaged Research Division on behalf of the NRF and DSTI.

14.2. Performance will be tracked monthly using measurable Key Performance Indicators (KPIs) aligned to service levels (alerts, data delivery, uptime, and report quality).

14.3. Penalties, as defined in the SLA, will be applied for non-performance.

14.4. Corrective actions will be documented and monitored until closure.

14.5. Regular performance review reports will form part of NRF's internal governance and audit trail.

15. Termination of contract due to non-performance

15.1. In the event of the non-performance as per the agreed contract, SAASTA will appoint an alternative at the cost of the appointed third party. The defaulting third party is obliged to settle the damages/additional costs that SAASTA has incurred as a result of the non-performance of the appointed bidder.

16. Occupational Health and Safety when working on NRF sites:

16.1. All personnel performing work on the SAASTA site/s as part of this contract are responsible for obtaining safety induction.

16.2. 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 appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protective equipment, including closed safety shoes, hard hats, height safety equipment, and high-visibility vests, is worn at all times while on the work site. All personnel are required to follow the

relevant instructions, including signage, regarding restricted access and speed limits on all sites.

16.3. The appointed bidder, once signing the contract (SBD 7 and the NRF's Section 37.2 agreement), 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 appointed bidder performs all work and uses equipment on site complying with the provisions of the Act.

16.4. To this end, the appointed bidder shall make available to SAASTA 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 appointed bidder furnishes its registration number with the office of the Compensation Commissioner.

16.5. The appointed bidder 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.

16.6. SAASTA manages the appointed bidder 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 appointed bidder accepts liability for any contraventions to the Act. Each member of the appointed bidder's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the appointed bidder's health and safety file.

17. Original bid documents for contract signing

17.1. The sets of original bid documents in soft copy format (electronic document) serves as the original master set for the legal contract document between the contracting parties. The master set remains at the NRF and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The master set has the originals or certified copies of any certificates stipulated in this document attached.

18. Managing service levels

18.1. Upon appointment, both parties agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing which is appended to this contract document.

18.2. Where both parties agree to variation of these, both parties sign the revision which

is appended to this contract document.

18.3. The appointed third party and the SAASTA contract manager measure delivered performance against these performance levels.

18.4. Where either party has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.

18.5. Both parties will monitor the corrective actions.

18.6. Both parties will assess the applicability of penalties to the incurred poor performance and apply these,

18.7. The service performance levels are:

The appointed service provider will be contractually bound to the following service levels. Failure to meet these standards will result in the application of penalties as outlined below. These penalties are designed to ensure compliance, maintain service quality, and protect the NRF-SAASTA's operational requirements.

Service Level	Performance Measure	Target	Penalty Trigger	Penalty
1. Daily Media Alerts	Delivery of daily alerts (morning and afternoon) summarising coverage across all media types	Alerts to be received by 09h00 and 15h00 daily	Failure to deliver alerts on time more than twice in a month	1% of the monthly invoice per occurrence, up to a maximum of 5% per month
2. Real-Time / 48-Hour Data Availability	Time taken to make media items available on the dashboard after publication/broadcast	≤ 48 hours for print, broadcast, online and social media	Delay beyond 48 hours on more than 10% of monitored items per month	2% of the monthly invoice for the month in question

3. Dashboard Uptime and Accessibility	Availability of online dashboard and data portal	98% uptime per month	Uptime falls below 98%	1% of the monthly invoice per percentage point below 98%, up to a max of 5%
4. Technical Support Response	Response time to support tickets or system errors	≤ 24 hours	Response exceeds 24 hours on more than three occasions per quarter	2% of the monthly invoice per occurrence
5. Quality of Reports	Accuracy, completeness, and consistency of data and analysis	100% accurate and consistent reports	More than three errors, omissions, or inconsistencies found in a submitted report	2% of the monthly invoice per instance, capped at 10%
6. Monthly Reports	Submission of monthly consolidated reports	On or before the last day of the month	Report submitted after the due date	1% of the total invoice amount per day of delay
7. Quarterly and Annual Reports	Submission of quarterly and annual consolidated reports	Within five working days of the due date	The report is delayed beyond the due date	3% of the monthly invoice for the reporting period

8. Training Delivery	Provision of annual and ad hoc training sessions to all users as required	100% of scheduled training delivered	Missed or postponed training without written approval	2% of the monthly invoice for each missed session
9. Error Rectification	Correction of identified report or data errors	Within 48 hours of notification	Failure to correct errors within 48 hours	1% of the monthly invoice per day of delay
10. Contract Governance and Communication	Attendance at quarterly/four-monthly performance meetings	Full attendance and reporting	Non-attendance or failure to submit required documentation	1% of the monthly invoice per missed meeting or report

Notes:

- Penalties are cumulative but capped at **15% of the total monthly invoice**.
- Repeated or persistent failure to meet targets for **two consecutive months** will constitute **non-performance** and may result in contract termination in terms of GCC Clause 23.1.
- Penalties may be waived at the sole discretion of the NRF-SAASTA if delays or failures are justified and beyond the supplier's control.
- The successful bidder will be bound by the provisions of the General Conditions of Contract (GCC). In the event of non-performance, failure to meet agreed service levels, or breach of contractual obligations, the NRF reserves the right to invoke the penalty provisions as stipulated in GCC Clause 22 (Penalties) and GCC Clause 23 (Termination for Default). Should the service provider fail to deliver the required outputs within the specified timelines or to the quality standards outlined in the Terms of Reference, penalties may be applied proportionate to the extent of non-compliance. Persistent or material non-performance may result in the immediate termination of the contract in

accordance with GCC23, without prejudice to any other rights or remedies available to the NRF. The implementation of these clauses is intended to safeguard the integrity of the procurement process and ensure that only capable and reliable service providers continue under the contract.

19. Branding and support

The contracted service provider(s) will work in collaboration with the Science Communication Unit at SAASTA, as well as the Corporate Communications and Branding Unit of the NRF, as follows:

I. A designated person within the NRF Corporate Communications and Branding Unit will be assigned as the contact person with regard to all media monitoring and media analysis related to the corporate agents.

II. The service provider is to assign a designated project manager to the project.

III. Performance meetings will be conducted on a quarterly basis for the first year of the contractual period, and once every four months thereafter.

IV. Challenges should be identified and communicated within twenty-four (24) hours.

V. All queries should be responded to and resolved within twenty-four (24) hours.

VI. Continual poor performance will result in breach of contract.

VII. Electronic access to data portholes and archives should be provided to all individuals identified by NRF and SAASTA as users, which might include third parties such as external service providers.

VIII. Daily newsfeed alerts should be forwarded to all individuals identified by the NRF and SAASTA as users on a daily basis.

IX. The NRF and SAASTA should be alerted, and data made available as follows:

X. No more than forty-eight (48) hours after publication, broadcast or streaming for print, broadcast, online and social media

XI. No more than seven (1) days for downloaded materials

XII. Information needs to be provided in real-time.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

In this document, words in the singular also refer to the plural and vice versa, words in the masculine also refer to the feminine and neuter, and the word “department” refers to organs of state, inclusive of public entities, and vice versa. Additionally, the words “will/should” are interchangeable with “must”.

The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation compiles separate Special Conditions of Contract (SCC) relevant to this bid, where applicable, supplementing the General Conditions of Contract. Where there is conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC 1 Definitions - The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

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

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

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

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

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

1.7 “Day” means calendar day.

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

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

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

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

1.14 “GCC” mean the General Conditions of Contract.

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

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

by the bid will be manufactured.

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

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

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

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

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

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

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

GCC2 Application

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

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

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

GCC 3 General

3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
SCC5A	Copyright and Intellectual Property
	Intellectual property refers to creation of the mind, such as inventions; literary

and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).

Background intellectual property is defined as the intellectual property pertaining to this contract and created and owned by any of the contracted parties to this contract prior to the effective date of this contract.

Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract.

All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.

The contracted party grants the NRF a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the NRF to obtain the full benefit of the contracted deliverables for this contract.

The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the NRF unless where agreed in writing to a different allocation of the ownership of the contract intellectual property with such allocation being an appendums to this contract.

Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.

The contracted party agrees to assist the NRF in obtaining statutory

protection for the contract intellectual property at the expense of the NRF wherever the NRF may choose to obtain such statutory protection.

The contracted party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the NRF or as the NRF may direct, and to support the NRF or its nominee, in the prosecution and enforcement thereof in any country in the world.

The contracted party irrevocably appoints the NRF to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the NRF, in its discretion, requires in order to give effect to the terms of this clause.

SCC5B Confidentiality

The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the NRF and after termination of its involvement with the NRF, the recipient shall not:

- Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent.
- Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or
- Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.

The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

- Disclose the confidential information to any third party, or
- Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,

- The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

- Was independently developed by the recipient prior to its involvement with the NRF or in the possession of the recipient prior to its involvement with the NRF;
- Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
- Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the NRF, or
- Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the NRF of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the NRF all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:

- All written disclosures received from the NRF;
- All written transcripts of confidential information disclosed verbally by the NRF; and
- All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or

relationships by furnishing of confidential information by either party pursuant to this contract.

The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.

SCC5C Copyright and Intellectual Property

The third party hereby gives the NRF permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition.

GCC6 Patent rights

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

GCC7 Performance security

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

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

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

7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the

purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

7.3.2 cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

SCC An acceptable financial performance bond is required where an upfront deposit is paid by NRF over an amount of R 1 million (or such lesser amount as specified here) to the same value as any such upfront deposit.

GCC8 Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

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

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

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

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

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

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

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

GCC9 Packing

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

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

SCC No special condition applicable, unless specified elsewhere in this document.

GCC10 Delivery and Documentation

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

documents to be furnished by the supplier are specified in SCC.

10.2 Documents submitted by the supplier specified in SCC.

SCC No special condition applicable, unless specified elsewhere in this document.

GCC11 Insurance

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

SCC The appointed bidder carries insurance of at least 3% of the contract value or R 2 million for public liability, product liability, and professional indemnity, whichever is greater.

GCC12 Transportation

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

SCC No special condition applicable, unless specified elsewhere in this document.

GCC13 Incidental services

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

13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods;

13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or

repair of the supplied goods.

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

SCC In the event that this document makes provision for such service elsewhere in this document, it is only valid if confirmed through the issue of a written purchase order that specifies, where applicable, quality, quantity, description, unit price, and delivery date.

GCC14 Spare parts

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

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

14.1.2 In the event of termination of production of the spare parts:

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

14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

SCC In the event that this document specifies provision of spare parts elsewhere, the term “may” in GCC14 is replaced by the term “shall”, the supplier provides at commencement of the contract a list of spares, whether in stock or ordered in from the OEM, their lead times for delivery to NRF and their unit prices and at each time, the list is amended, updated, or re-priced. The supplier undertakes to hold and/or make available an adequate supply of spares parts within reasonable periods upon receipt of purchase order issued by the purchaser in terms of the pricing mechanism in GCC17.

GCC15 Warranty

15.1 The supplier warrants that the goods supplied under the contract are new,

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

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

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

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

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

SCC No special condition applicable, unless specified elsewhere in this document.

GCC16 Payment

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

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

16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
SCC	Payment is made 30 days after receipt of invoice or claim by the purchaser to NRF which period is automatically extended by any delay occasioned by the supplier such as failure to supply a copy of the delivery note, if applicable; and/or failure to provide proof of fulfilment of other obligations stipulated in the contract
GCC17	Prices
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
SCC	No additional special conditions other than stated in the price section in this document.
GCC18	Contract amendment
18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
GCC19	Assignment
19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
GCC20	Subcontract
20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
GCC21	Delays in supplier's performance
21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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

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

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

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

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

GCC22 Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract,

the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

GCC23 Termination for default

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

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

23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or

23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within

the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

23.6.1 the name and address of the supplier and / or person restricted by the purchaser;

23.6.2 the date of commencement of the restriction

23.6.3 the period of restriction; and

23.6.4 the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

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

GCC24 Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional

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

GCC25 Force Majeure

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

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

GCC26 Termination for insolvency

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

GCC27 Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the

purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

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

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

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

27.5.2 the purchaser shall pay the supplier any monies due the supplier.

GCC28 Limitation of liability

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

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

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

GCC29 Governing language

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

also be written in English.

GCC30 Applicable law

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

GCC31 Notices

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

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

GCC32 Taxes and duties

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

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

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

GCC33 National Industrial Participation Programme

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

GCC34 Prohibition of restrictive practices

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

involved in collusive bidding (or bid rigging).

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

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

EVALUATION CRITERIA FOR THE BID

RESPONSIVE BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**SCM Verification**
Signed SBD 1		Mandatory	Filled and signed	Filled and signed/Not filled and signed	Page 51	
Signed SBD 3.1		Mandatory	Filled and signed	Filled and signed/Not filled and signed	Page 35	
Signed SBD 4		Mandatory	Filled and signed	Filled and signed/Not filled and signed	Page 42	
Signed SBD 6.1		Mandatory	Filled and signed	Filled and	Page 41	

RESPONSIVE BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**SCM Verification**
				signed/Not filled and signed		

TECHNICAL BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**BEC Verification**
Company profile, including CV's of project lead		Go	The bidder's key business focus must be media monitoring, reporting, and analysis for a minimum continuous period of 24	Go/No Go	Pages 4–7: Company profile, key staff CVs,	

TECHNICAL BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**BEC Verification**
			months. The Project Lead must have at least 3 years of demonstrable experience in managing media monitoring contracts.		organisational structure	
At least Three contactable references and three reference letters/ testimonial letters in media monitoring		Go	The bidder must provide at least three (3) signed contactable reference letters/testimonials from clients for whom similar media monitoring services have been rendered within the last 36 months.	Go/No Go	Pages 8–10: Reference table and signed reference/testimonial letters	
Sample of company's current media monitoring system		Go	Bidder must provide access to an interactive real-time media monitoring platform capable of	Go/No Go	Pages 11–14: Screenshots, platform link,	

TECHNICAL BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**BEC Verification**
(provide an interactive real-time platform)			tracking print, broadcast, and online media (including social media). The system must allow customised reporting, dashboard visualisation, and keyword tracking.		demo credentials	
Ability to provide reports		Go	Bidder must demonstrate ability to generate automated and analytical reports, including sentiment, reach, share of voice, and media exposure analysis.	Go/No Go	Pages 15–17: Example dashboard screenshots and sample report PDF	
List of media coverage		Go	Bidder must list all monitored sources (radio, TV, print, online, social media) with geographic	Go/No Go	Page 18: Table of print, broadcast,	

TECHNICAL BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**BEC Verification**
			and linguistic diversity.		digital, and social media outlets monitored	
Risk management plan		Go	Bidder must provide a risk and continuity plan addressing data loss, service disruption, cybersecurity, and backup provisions.	Go/No Go	Pages 19–21: Risk matrix and continuity plan narrative	
Capacity to Provide Quarterly Reports and Presentations		Go	Bidder must show capacity to deliver quarterly media monitoring reports	Go/No Go	Pages 22–24: Implementation plan and sample quarterly reporting	

TECHNICAL BID EVALUATION						
Document description	**Reference to bidder's document**	**Weight**	**Criteria (All criteria are weighted equally to each other)**	**Grading Scheme**	**Bid Section Reference**	**BEC Verification**
					schedule	

NB: Bidder failing to meet "Go" in all criterions will be disqualified

BIDDER IS ABLE TO DELIVER THE SPECIFICATION?	**YES - PASS TO PRICING**	**NO - DISQUALIFIED**

PART B – PRICING

PRICING REQUIREMENTS FOR THIS BID

Actual Prices charged by the bidder for goods delivered and/or services performed for this bid shall not vary from the prices quoted by the bidder in the submitted bid with the exception of any price adjustments as outlined BY THE BIDDER in the response and such adjustments are in accordance with the rules stated below:

1.	**Applicability of quoted prices:** All quoted prices are applicable throughout the contract period unless price adjustments are specified.
2.	**Price Quotation Basis**: Unit prices are fully inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency. Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the exchange rate must be stated in arriving at ZAR together with the ratio of the price for the imported component relative to the total price.
3.	**Value Added Tax**: Pricing will be adjusted for any variation in the Value Added Tax rate as gazetted.
4.	**Contract Price Management during the contract:** Where appropriate, written purchase orders will be issued authorising the deliverables of this bid as addendums to this contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with the contract.
5.	**Delivery Points are:**

BID PRICE SCHEDULE (SBD 3.1)

Submit pricing in separate folder on National Treasury e-portal

No	QTY	DESCRIPTION	UOM	UNIT PRICE	TOTAL (INCLUDEs VAT of 15%)
INITIAL PROCUREMENT					
1	1	System setup, configuration, and integration of a customised media monitoring dashboard (including entity profiles, keyword setup, and access provisioning) for all keywords and agents.	1 for each Agent		
2	1	Initial training and onboarding for up to 20 users (NRF, SAASTA, DSTI entities) for all keywords and agents.	1for each Agent		
YEAR 1					
1	12	Monthly media monitoring and analysis services (print, broadcast, digital, and social media, including daily alerts, dashboard access, and monthly/quarterly reports)for all keywords and agents. for all keywords and agents.	12 for each Agent		
2	1	Annual technical support, dashboard maintenance, and system enhancements for all keywords and agents.	1 for each Agent		
YEAR 2					
1	12	Monthly media monitoring and	12 for		

		analysis services (print, broadcast, digital, and social media, including daily alerts, dashboard access, and monthly/quarterly reports)for all keywords and agents.	each Agent		
2	1	Annual technical support, dashboard maintenance, and system enhancements. for all keywords and agents.	1 for each Agent		
YEAR 3					
1	12	Monthly media monitoring and analysis services (print, broadcast, digital, and social media, including daily alerts, dashboard access, and monthly/quarterly reports) for all keywords and agents.	12 for each Agent		
2	1	Annual technical support, dashboard maintenance, and system enhancements. for all keywords and agents.	12 for each Agent		
TOTAL BID PRICE INCLUSIVE OF VAT				R	

NOTES TO BIDDERS:

1. All prices must remain firm for the duration of the 36-month contract unless explicitly stated otherwise.
2. The price is fully inclusive of all costs, value-added tax, and other taxes.
3. The price includes access to all clippings and media
4. Prices must include all costs associated with data collection, platform hosting, technical support, reporting, training, and system maintenance.
5. No additional costs will be accepted outside this pricing schedule.
6. The NRF reserves the right to verify cost reasonableness against market standards and may negotiate before final award.

7. A detailed proposal, including detailed calculations, must be submitted
8. If professional services are needed to compile reports, the amount must come from the management fee.

PART C – BID PREPARATION AND SELECTION

THE BID PREPARATION

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.

Response preparation costs

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

Counter proposals

No counter proposals are accepted.

Central Supplier Database registration

The NRF as an organ of state is legally, only allowed to procure goods/services from suppliers/service providers registered on the National Treasury's Central Supplier Database. Respondents to this bid must include their Master Registration Number (Supplier Number) to allow for SAASTA to conduct basic due diligence through the Central Supplier Database, this includes proof of registration and tax compliance verification.

Collusion, fraud and corruption

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

Fronting

The NRF supports the Government's broad based black economic empowerment initiatives recognising that real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. SAASTA's evaluation committees will conduct or initiate enquiries to determine the accuracy of bidders' representations. Bidders must ensure

that fronting does not exist. Should SAASTA suspect any form of fronting, the bidder is given 7 days from date of notification to provide evidence that such fronting does not exist. SAASTA, upon confirmation of fronting, will invalidate the bid or any contracts entered into with the bidder, apply for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies SAASTA may have against such a bidder.

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; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. The NRF has no liability towards the bidders in connection therewith.

General 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 the National Research Foundation 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);

“Contract” means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7) which has been signed by the awarded bidder and the National Research Foundations;

“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 bidder to provide goods and\or services in

accordance with specifications as set out in these bid documents;

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

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

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.

“Equipment” means the operational unit including spares, replacement components, consumables, sub-systems, firmware and software that delivers the specified output.

“NRF” means the National Research Foundation and it is used interchangeable with its business units managing the contract being SAASTA.

THE BIDDER SELECTION PROCESS

Stage 1 – Verification of the ability of a bidder to provide the services in accordance with specifications and conditions as set out in the bid documents.

Responsive to submission requirements

Bid that meets all the submission requirements in the bid document is a responsive bid that proceeds to the next stage. SAASTA’s evaluation committee will disqualify non-responsive submissions.

Meeting technical specifications

SAASTA’s evaluation committee will disqualify responsive submissions that do not meet the minimum technical specifications and thresholds set out in this document.

Due Diligence

SAASTA will conduct due diligence on a bidder by contacting the references submitted to verify the bidder’s capability to provide the goods/services required and may conduct interviews with bidders to clarify their bid submission.

Stage 2 – Pricing Evaluation

SAASTA's evaluation committee will assess compliant bidders from the technical evaluation stage on their pricing and BBBEE accreditation. The committee will compare each bidder's pricing quote on a fair comparison basis taking into account all aspects of the bid's pricing requirements. The qualifying bids will be ranked on points scored relative to both Price and NRF set specific goals rating in accordance with the PPPFA and as indicated on SBD 6.1.

Stage 3 – Award and Contract Signing

The bid will be awarded (post approval by the NRF's Delegated Authority to the bidder with the highest combined score for Price and BBBEE rating unless there are other objective criteria, specified in the bid documents that need to be considered in addition to the combined score. The award is subject to the final verification of the bidder's tax status as set out in the SBD 1 through the CSD.

Cancellation of the bid prior to award

SAASTA reserves the right to cancel this bid invitation prior to making an award where

a) Due to changed circumstances there is no longer a need for this procurement, or
b) No bids meet the required specifications, or a material irregularity occurred in the bid process, or
c) Where the price is too low/high in comparison to the market price range determined by SAASTA or the budget allocated by SAASTA to this procurement.

PART D – RETURNS

INVITATION TO BID (SBD 1)	
Bid number	NRF-SAASTA SCIE/59/2025-2026
Closing date and time	12 December 2025 at 11:00am
The NRF recognises the date and time as recorded on its systems for closure purposes.	
SUMMARY OF BID REQUIREMENTS	
As the national coordinator for Science Engagement in South Africa, NRF-SAASTA has a responsibility to ensure that the activities of the DSTI and the organisation and its facilities are effectively communicated to the public and key stakeholders. To fulfil this mandate, it is essential to have a comprehensive understanding of how SAASTA, the NRF, and its facilities are represented across print, broadcast, online, and social media platforms. Appointing a dedicated media monitoring service provider will enable SAASTA to centralise monitoring across the DSTI and NRF science system, ensuring consistency, quality, and efficiency. The service will provide real-time insights into public perception, identify reputational risks, measure the reach and impact of communication initiatives, and track the visibility of flagship programmes such as National Science Week, Astro Tourism, and science engagement with NRF grant holders and the broader National System of innovation. In addition, the data and analysis will strengthen accountability to the DSTI and other stakeholders, by demonstrating the visibility and societal impact of publicly funded research and engagement activities.	
Number of original bid documents for contract signing	1 electronic copy
Price validity period from date of closure	Ninety (90) days

SUPPLIER INFORMATION					
Name Of Bidder					
Postal Address					
Street Address					
Contact person					
Name		**Surname**			
Telephone Number					
Code		Number			
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		**OR**	Central Supplier Database No.	MAAA

SUPPLIER INFORMATION			
B-BBEE Status Level Verification Certificate	Tick Applicable Box. ❑ Yes ❑ No	**B-BBEE Status Level Sworn Affidavit**	Tick Applicable Box. ❑ Yes ❑ No
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for NRF specific goals – also refer to the SBD 6.1]			
Are you the accredited representative in South Africa for the goods/services/works offered?	❑ Yes ❑ No [If yes enclose proof]	**Are you a foreign-based supplier for the goods/services/works offered?**	❑ Yes ❑ No [If yes, answer the questionnaire below]

Is the entity a resident of the Republic of South Africa (RSA)?	❑ Yes ❑ No
Does the entity have a branch in the RSA?	❑ Yes ❑ No
Does the entity have a permanent establishment in the RSA?	❑ Yes ❑ No
Does the entity have any source of income in the RSA?	❑ Yes ❑ No
Is the entity liable in the RSA for any form of taxation?	❑ Yes ❑ 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).

BID SUBMISSION	
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.

SUPPLIER INFORMATION	
3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.
4.	The successful bidder will be required to fill in and sign the contract signature form (SBD7) for this contract.

TAX COMPLIANCE REQUIREMENTS	
1.	Bidder must ensure compliance with their tax obligations.
2.	Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
3.	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. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website www.sars.gov.za.
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website www.sars.gov.za.
5.	In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/PIN/CSD number.
6.	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.

BIDDER'S DISCLOSURE SBD 4

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[1] 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

[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.

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

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[2] 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.

3.5 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.

3.6 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.

3.7 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.

[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.

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

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The applicable preference point system for this tender is the 80/20 preference point system:

a) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (Proof of B-BBEE level as per B-BBEE status level scoring table)
Total points for Price and SPECIFIC GOALS	**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.

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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 regarding preferences, in any manner required by the organ of state.

DEFINITIONS

(a) **"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.

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

(d) **"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

(e) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOAL

5.1. 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:

5.2. 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. **Ans submit documentary proof to substantiate points claimed**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Level 1		20		

B-BBEE Level 2		18		
B-BBEE Level 3		14		
B-BBEE Level 4		12		
B-BBEE Level 5		8		
B-BBEE Level 6		6		
B-BBEE Level 7		4		
B-BBEE Level 8		2		
Non-compliant contributor		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3. Name of company/firm…….

5.4. Company registration number: ……...

5.5. TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company
- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

[TICK APPLICABLE BOX]

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

5.6. 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 alter am partum* (hear the other side) rule has been applied; and

forward the matter for criminal prosecution, if deemed necessary.

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

ANNEXURES – ATTACHED AT END OF DOCUMENT

BIDDER ANNEXURES	
Annexure Number	**Annexure Title**
A	Reference template

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to NRF-SAASTA in accordance with the requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the

BID SIGNATURE (SBD 1)
correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk. My offer remains binding upon me and open for acceptance by NRF-SAASTA during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me. I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s). I confirm that I am duly authorised to sign this offer/ bid response.
NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.
Signature of bidder: Full Names:
Capacity under which this bid is signed (Proof of authority must be submitted e.g. company resolution if applicable)

Addendum A Reference template

REFERENCE LETTER FORMAT FOR BIDDER (NOT MANDATORY)

NB: Any reference letters that is within the prescribed requirement period in the scope of work that addresses same contents will be accepted. This should include referee legal name, referee's letterhead, Contact details, Value of the contract, Date of the letter and period(year) in which service was rendered, Description of work done and overall impression of the bidder.

Referee legal name:			
Company:			
Bidder name			
Describe the service/work/monitoring that the above bidder provided to you in relation to their demonstrated knowledge and experience in			
Performance Risks	**Below requirements**	**Meets requirements**	**Exceeds requirements**
NB: Failure to meet expectations may lead to bid not awarded			
Overall Impression	Other comments:		
Approximate value of contract			
Would you use the provider again?			❑ YES ❑ NO

Completed by:	
Signature:	
Company name:	

Contact telephone number:		
Date:		