NRF BID INVITATION

BID DESCRIPTION

THE APPOINTMENT OF A SUPPLIER FOR DEVELOPING AND REPACKAGING SCIENCE COMMUNICATION AND ENGAGED RESEARCH, AND CORPORATE COMMUNICATION RESOURCES INCLUDING THEIR GRAPHIC DESIGN AND LAYOUT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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:	
Number:	NRF/SAASTA SCI/80/2025-26
Non-compulsory online briefing session	Teams link: https://teams.microsoft.com/meet/3478039236844?p=ssevhAUx2QMJz7YoHB Meeting ID: 347 803 923 684 4 Passcode: yZ27A2wF Date: Tuesday 10 March 2026 Time: 11:00 AM
Closing Time:	11:00 AM
Closing Date	Friday 27 March 2026
Bid Submission must be submitted electronically	Bid application via the National Treasury e-submission. Below is link and instructions for the application process: https://www.etenders.gov.za/?utm_source=chatgpt.com To respond to a tender, you need to follow the below steps: Go to the national treasury e-tender website. Select tender number in search by, Enter the tender number, The tender will appear and 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 log in details, you can then proceed from there.
Bids Labelling	Folders must be titled with the bidder's company name, Bid Number, and folder title i.e. Proposal Folder and SBD 3.2 Price Folder

Enquiries are directed in writing to:

Section	Supply Chain Management
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INTRODUCTION

INTRODUCTION TO THE NRF-SAASTA

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 NRF-SAASTA

The National Research Foundation-South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the National Research Foundation. NRF-SAASTA's mission is to promote broad public awareness, appreciation, and understanding of science, engineering, and technology in South Africa. For more information, kindly visit the NRF-SAASTA website (www.saasta.ac.za).

CONTEXT TO THIS BID

The primary objective of this procurement is to appoint a suitable supplier with the experience, expertise, and sufficient capacity for developing and repackaging science communication and engaged research, and corporate communication resources, including graphic design and layout, illustrations, writing, editing, review, and proofreading, for a period of thirty-six (36) months. In the context of this bid, the term 'repacking' implies using content, illustrations and images etc., in existing resources (produced by NRF-SAASTA and/or its stakeholders previously) to develop a new or updated format of a specified resource. The resource development approach is a cross-cutting function across NRF-SAASTA including the science communication and engaged research and corporate communication sections at the NRF-SAASTA with an intention to develop and produce high-quality, impactful and ethical resources that will enhance public engagement with science and the brand of the business unit. For the science communication and engaged research section, the various resources ensure that scientific information is adapted into end-user specific resources, primarily to communicate complex scientific concepts and thereby enhance awareness of and understanding of science, as well as to stimulate interest, debates, and discussions in science, technology and engineering. The resources produced by the corporate communication section support the strategic positioning of the NRF-SAASTA brand, protect its reputation, and ensure that its stakeholders are kept informed about its business and disseminating the NRF-SAASTA's strides in bridging the gap between science and society. The two main groupings include, but are not limited to the following:

PART A: Science Communication and Engaged Research Grouping

- The scope and extent of work include the development of new resources, repacking of content from existing resources, language translation and graphic design and layout of engaging and interactive science communication and engaged research resources. This grouping is sub-divided into deliverables which include posters, infographics, booklets, policy briefs reports, animations, audio and audio-visuals, popular science articles and social media.
- In the context of this bid, engaged research encompasses of a multitude of ways that researchers interact with stakeholders and communities over the various phases of research, from identifying research questions and the (co)production of knowledge, to its dissemination, application and impact, and aims to improve the democratisation of science and public trust in science.
- The target audience of this grouping are the recipients of public engagement with science, which include

learners, educators, students, journalists, decision makers, science interpreters, scientists and researchers, indigenous knowledge holders, industry, tourists and general publics.

PART B: Corporate Communication Grouping

- The scope and extent of work include the development of new resources, repacking of content in existing resources, language translation and graphic design and layout of corporate communication resources. This grouping is sub-divided into deliverables which include but not limited to corporate publications, corporate digital and multimedia products, corporate branding resources, signage, certificates, and event collateral, translation and transcreation services for corporate communication materials, corporate electronic newsletters.
- The target audience of this grouping are the NRF-SAASTA's stakeholders and partners that have a vested interest in the brand and mandate of the business unit including its diverse projects focusing on public engagement with science.

PART A – BID REQUIREMENTS

SERVICES REQUIREMENT SPECIFICATIONS

SCOPE AND EXTENT OF THE WORK (PART A): SCIENCE COMMUNICATION AND ENGAGED RESEARCH

The scope and extent of work include the development of new resources, repacking of content in existing resources, language translation and graphic design and layout of engaging and interactive science communication and engaged research resources.

1.1 The supplier will be required to summarise and synthesise scientific literature, conceptualise and produce content according to the brief and terms of reference provided by NRF-SAASTA. The text should be written in simple and understandable language; and unless otherwise specified, the default language should always be English.

1.2 The supplier will be required to produce content that is creative, innovative and is scientifically accurate, credible, ethical, authoritative and considerate of cultural and linguistic appropriateness and sensitive to a wide range of demographics e.g. age, race and gender.

1.3 The supplier is encouraged, where appropriate and necessary, to use storytelling, humour, metaphors, and relevant illustrations or graphics in a persuasive and entertaining manner that conveys scientific information and facts. This approach should not be applied to formal or corporate outputs that require a professional or institutional tone.

1.4 The supplier will be required to facilitate and complete the translation of content from English to other official South African languages and vice versa.

1.5 The supplier will be required to produce, but not limited, to the following science communication and engaged resources:

(a) **Deliverable 1**: Produce posters that communicate scientific information in a variety of formats that include a cartoon, comic strip or infographics with the general sizes ranging between A0 to A4. The estimated quantity of the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 50 posters every year over the duration of the contract.

(a) **Deliverable 2**: Produce booklet for sharing scientific and project related information with the general sizes ranging from A4 to A5 (1-10 pages). The estimated quantity of the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 40 booklets every year over the duration of the contract.

(b) **Deliverable 3**: Produce infographics that communicate scientific information in the various formats including statistical, informational, timeline, illustrative, video, comparison and hierarchical with the general sizes ranging between A4 to A5 (1-3 pages). The estimated quantity for the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 40 infographics per year over the duration of the contract.

(c) **Deliverable 4**: Produce animations with that communicate scientific information through simulating animated graphics and explainers (e.g. whiteboard animations), with voice-over narratives that complement the visuals. The standard length of animation videos will be between 30 seconds to five minutes. The estimated quantity of the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 20 animations every year over the duration of the contract.

(d) **Deliverable 5**: Produce social media campaigns that drive effective communication of scientific information. The key messages should be tailored to the appropriate target audiences and to the relevant social media platforms (across one or multiple platforms). The estimated quantity for the

deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 30 social media campaigns with a minimum of 10 posts every month over the duration of the contract.

(e) **Deliverable 6**: Produce popular science and media articles intended for various media (national, regional, local) for the effective communication of scientific information. The articles should be seek to interpret complex scientific or technical information and adapt it into different formats that are easily accessible and understandable to a variety of audiences The standard length of the articles will vary between 400 to 1200 words. The estimated quantity of the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 20 popular science and media articles every year over the duration of the contract.

(f) **Deliverable 7**: Produce policy briefs and policy reports consultation with experts and researchers targeting decision makers and that offer insights to support decision makers in understanding a scientific related issue. The general sizes of policy briefs and reports will range between A4 to A5 and from 1 to 10 pages. The estimated quantity of the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 20 policy briefs and policy reports every year over the duration of the contract.

(g) **Deliverable 8**: Produce audio, audio-visuals including animated graphic elements that communicate scientific information. These productions will profile cutting edge research, research infrastructure and research in the field, and short documentaries on palaeosciences, for example. The standard length of these resources will be between 30 seconds to 15 minutes. The estimated quantity for the deliverable is currently unknown but for pricing purposes, the supplier will be required to produce 30 audio, audio-visuals including animated graphic elements per year over the duration of the contract.

1.6 In addition to the eight deliverables that are listed in 1.5, the supplier will be required to produce other related resources as a value add to the science communication and engaged research grouping. The identity of the value-add resources including the general sizes, length and quantities are unknown but may include amongst others, fact sheets, brochures, manuals, debates information packs.

1.7 The supplier will be required to update outdated content on the existing science communication and engaged research resources and where necessary, to repack content into new formats as outlined on the brief and terms of reference.

1.8 The expert review process will be facilitated by NRF-SAASTA with the supplier required to accommodate the amendments arising from such reviews. The process ensures that the content and resources produced by NRF-SAASTA are scientifically accurate and credible.

1.9 The supplier may use artificial intelligence (AI) tools to support research, drafting, or production of content. However, all content must be scientifically accurate, credible, ethically sound, and be written in the voice and style appropriate for NRF-SAASTA. The supplier remains fully responsible for reviewing, verifying, and editing AI-generated content to ensure compliance with the brief, terms of reference, and relevant copyright or intellectual property requirements.

1.10 The supplier will be required to undertake the graphic design and layout according to the brief and terms of reference. Unless specific instructions have been provided, the following general guidelines for design and layout will be applicable:

(a) The supplier will be required to develop and produce one look and feel design and NRF-SAASTA will require the supplier to develop and adapt further in accordance with the brief and terms of reference. NRF-SAASTA will have the opportunity to make up to three changes on the original look and feel design and this excludes cases where changes had been requested by NRF-SAASTA but had not been affected by the supplier.

(b) The supplier will be required to source and incorporate up to eight images and /or illustrations that are relevant and appropriate to the topic, theme or content related to the resources (e.g. red blood cells for a nanotechnology and health fact sheet). All sourced images or visuals must be

appropriately licensed for unrestricted NRF-SAASTA use, with proof of rights provided on request.

(c) The supplier will be required to use the final approved content or text, logos, social media, website, and specific project background information, and any other information that NRF-SAASTA has provided to incorporate into the resources.

(d) The supplier will be required to obtain final sign-off from NRF-NRF-SAASTA on all resources and, thereafter, provide open design and print-ready files and/or artwork accompanied by the corresponding printing specifications. The print-ready files and/or artwork should be in the following acceptable formats: Adobe InDesign, Illustrator, or PDF with editable layers. The ownership terms and conditions for the contract dictate that all intellectual property produced under this contract will vest with the NRF-SAASTA.

1.11 The supplier will be required to adhere to the (1) quality assurance processes for all the science information developed and disseminated by the NRF-SAASTA, including the scientific editorial process and (2) NRF-Branding Guidelines and (3) NRF-Style Guide.

SCOPE AND EXTENT OF THE WORK (PART B): CORPORATE COMMUNICATION

The scope and extent of work include the development of new resources, repacking of content in existing resources, language translation and graphic design and layout of corporate communication.

2.1 The supplier will be required to produce content according to the writer's brief and/or terms of reference provided by NRF-SAASTA. The text should be written in simple and understandable language; and unless otherwise specified, the default language should always be English.

2.2 The supplier will be required to produce content that is creative, innovative, accurate and credible, ethical, authoritative and considerate of cultural and linguistic appropriateness and sensitive to a wide range of demographics e.g. age, race and gender.

2.3 The supplier is encouraged, where appropriate and necessary, to use storytelling, humour, metaphors, and relevant illustrations or graphics in a persuasive and entertaining manner that conveys scientific information and facts. This approach should not be applied to formal or corporate outputs that require a professional or institutional tone.

2.4 The supplier will be required to facilitate and complete the translation of content from English to other official South African languages and vice versa.

2.5 The supplier will be required to produce, but not limited, to the following corporate communications resources:

- **Deliverable 1:** Develop corporate publications that communicate institutional impact and key achievements, such as the Annual Impact Report and media kits. The general sizes of publications will range between A4 and A5, the supplier will be required to produce 20 publications per year over the duration of the contract.
- **Deliverable 2:** Produce corporate digital and multimedia products that effectively communicate the organisation's mandate, programmes, and initiatives. These may include animations, video explainers, and campaign microsites. The standard length of multimedia productions will range from 30 seconds to 5 minutes; the supplier will be required to produce 20 corporate digital and multimedia products per year over the duration of the contract.
- **Deliverable 3:** Develop corporate branding resources, signage, certificates, and event collateral. The estimated quantity of this deliverable is currently unknown; however, for pricing purposes, the supplier will be required to update or produce 10 branding and collateral items per year over the duration of the contract.
- **Deliverable 4:** Provide translation and transcreation services for corporate communication materials. Ensuring consistency with the NRF Language Policy and the organisation's tone and style. The supplier

will be required to edit, translate, or transcreate 40 documents per year over the duration of the contract.

- **Deliverables 5:** Produce 10 electronic newsletters per year over the duration of the contract in accordance with the brief and terms of reference which will clearly state the objectives, content and target public audiences.

- Alternatively, the supplier may be provided with content of the newsletters by NRF-SAASTA as and shall be expected to use this content to compile, edit, develop, proof-read and produce the newsletter.
- The newsletter should be in a bulletin-type format and should be created in Hyper Text Mark-up Markup Language format, with clickable links to the stories saved in an archive on the NRF-SAASTA server. The full stories should be created on the server as 'pages' with relevant illustrations. The newsletter will act as a 'teaser', with a heading, key highlights of the longer article, and thumbnail images to entice readers to click through and therefore driving drive traffic to the NRF-NRF-SAASTA website.
- The newsletter (i.e. content, design) should induce interactivity (e.g. interactive polling, comments on the articles, and suggestions on future topics to be covered) with and amongst the recipients and readers and stimulate engagement in the form of collaborations, discussions and debates.
- The supplier should ensure that NRF-SAASTA grants the authorisation of each newsletter edition (i.e. content, layout) as per agreed timelines to ensure correction of any errors and that the newsletter is uploaded and distributed electronically.
- The first issue of the electronic newsletter/s should be distributed as per the agreed timelines after signing off on all necessary contractual agreements. The distribution of the newsletter should occur by the last day of the quarter.
- The supplier should ensure that NRF-SAASTA grants the authorisation of each newsletter edition (i.e. content, layout) with 10 days before the distribution of the electronic newsletters for the correction of any errors and for the newsletter to be uploaded and distributed electronically.
- The supplier will be provided with a database of recipients who should receive the newsletters. The supplier should ensure adherence to all applicable legislative and/or legal requirements in managing the database and distribution, especially pertaining to the privacy policy. The supplier may also be required to expand and/or modify the database (e.g., addition of recipients). At the end of the contract, the supplier will be required to provide NRF-SAASTA with an updated database. The newsletters should also have an option for the recipients to subscribe (or sign up) and unsubscribe.
- The supplier will be required to ensure that all newsletters are compatible with the range of devices browsers and that the contents and illustrations are clearly displayed professionally, and their appearance (e.g. resolution) is optimised for common devices and browsers.
- The supplier will be required to do 'spot checks' and monitor the distribution or non-distribution of the newsletters to determine if indeed the newsletters are reaching the intended recipients. Where there is no distribution or recipients do not receive the newsletters, the supplier will be required to find a solution that resolves the problem.
- The supplier will be required to use a set of analytics, monitor and report against these analytics to measure the newsletter performance. The minimum metrics in the analytics report should include but not limited to open rates, click-through rates, bounce rates. The supplier will be required to produce one analytics report per quarter. The structure, contents, and frequency of the performance report will be decided and agreed upon by both the supplier and NRF-SAASTA before the commencement of the contracts.

2.6 The supplier will be required to adhere to the (1) quality assurance processes for all the science information developed and disseminated by the NRF-SAASTA, including the scientific editorial process and (2) NRF-Branding Guidelines and (3) NRF-Style Guide.

DUE DILIGENCE

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

4.1 The supplier is required to have a minimum of four years of experience in the field of communication focusing on science communication and corporate communications. The supplier's profile clearly describe the experience and expertise in developing resources in both science communication and engaged research, and corporate communications groupings.

4.2 The supplier is required to provide proof of the human resources and/or project teams that will be responsible for the development of resources in both groupings. The supplier will be required to submit certified copies of all qualifications before the appointment and signing of contract/s.

4.2.1 The supplier should provide a curriculum vitae of at least one project leader with three years' experience in developing communications related resources i.e. science communication and engaged research and corporate communications. The project leader's profile should demonstrate a track record in managing projects in developing communication related resources.

4.2.2 The supplier should provide curriculum vitae of at least one writer experienced in the development of communication related resources i.e. science communication and engaged research and corporate communications. The supplier should submit a curriculum vitae of the writer that will be responsible for the development of communication related resources. During periods when volumes of resources required are higher, the supplier will be required to contract additional human resources to meet the demand. The periods of higher demands will be communicated in the annual plan agreed to between the supplier and NRF-SAASTA.

4.2.3 The supplier should provide a curriculum vitae of at least one graphic designer with a minimum of three years of experience. The curriculum vitae should be accompanied by a portfolio of recent designs within the last three years. The graphic designer should also demonstrate experience and expertise in using design software which include but not limited to Adobe Creative Cloud Suite.

4.2.4 The supplier should demonstrate capacity and capability to develop and produce audio visual productions such as animations, documentaries. NRF-SAASTA will accept the outsourcing of audio-visual productions but require that supplier provide proof of their intention to work with a company or personnel with the appropriate expertise and capacity. The supplier should provide proof (e.g. portfolio of projects) of having produced audio, audio-visual productions including animated graphic elements. The supplier should provide a curriculum vitae or company profile of the personnel that will be responsible for producing audio, audio visual productions including animated graphic elements including proof of having produce these resources.

4.2.5 The supplier should demonstrate capacity and capability to plan, manage and execute social media campaigns targeting at least five social media platforms. The supplier should provide curriculum vitae of a social media copywriter that will be responsible for the campaigns and provide proof (e.g. portfolio of projects) of having planned, managed and executed social media campaigns. NRF-SAASTA will accept the outsourcing of these services but require that supplier provide proof of their intention to work with a company or personnel with the appropriate expertise and capacity

4.2.6 The supplier should provide curriculum vitae of at least two writers, internal or outsourced to write and produce popular science and communications related content and / or articles. The two writers should have a minimum of a journalism undergraduate qualification and minimum of five years' experience. NRF-SAASTA will consider writers with other writing qualifications and that have sufficient experience and proof of having published media articles. The two writers should each

provide a minimum of 10 science-related content and / or articles published in various media (e.g. national, regional, local) in the last two years.

4.2.7 The supplier should provide curriculum vitae of personnel (e.g. professional translators), internal or outsourced, or at least demonstrate capacity and capability to translate text or content for both the science communication and engaged research and corporate communication groupings. from English to other official South African languages and vice versa. NRF-SAASTA will accept the outsourcing of professional translators but require that the supplier, for the purposes of evaluating the proposals, provide proof of their intention to work with company or personnel that is and / or are suitably qualified and or experienced in translating a minimum of five languages from English and vice versa.

4.3 The supplier, for the purposes of evaluating the bids, must submit a project proposal based on the writer's brief and / or terms of references in **Annexure B**. The project proposal is a key mandatory requirement for the evaluation of the supplier's competency in delivering on the scope of work. The project proposal must demonstrate that the supplier understand the scope of work and importantly, the process of developing relevant resources including a consideration of the expertise required, the scientific editorial and quality assurances processes as well as the branding guidelines necessary to complete the project.

4.4 The supplier is required to submit at least three contactable references from three separate companies. The reference letters indicate the science communication and corporate communication resource project/s that the bidder has completed for their clients within the last four years and how successful were the impact of such projects. Reference letters from NRF-SAASTA will also be accepted.

4.5 If consortiums / partnerships / joint ventures are formed to address the requirements of this bid, the service provider/s will be required to submit a copy of the joint venture agreement between all relevant parties and all members will be required to be tax complaint and provide proof thereof. Please refer to the Special Conditions of Contract for all relevant requirements.

Ethical requirements

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

CONTRACT PERIOD

The contract for this procurement will be for a duration of 36 months. The contract will commence on the date that the last signatory signs the contract and continue until terminations as per contract agreement.

CONTRACT MANAGEMENT

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

5.1 The award of the contract to the appointed supplier establishes a contract/s between the NRF-SAASTA and appointed service provider/s and therefore, the general and special conditions of contract are applicable.

5.2 The supplier will be required to attend a once-off project inception meeting after the contracting process is finalised to discuss or clarify the finer details relating to the scope and extend of work for both groupings for the duration of the contract.

5.3 The contract management is on the basis work lots with each being unique, thus each will be issued under cover of a work purchase order (i.e. contract number/purchase order number). The appointed supplier will be required to submit a quotation for the work required as per the writer's brief and / or terms of references within

the bid scope and extend of work.

5.4 The point of contact for the appointed supplier at NRF-SAASTA will be the Science Communication and Engaged Research Section (i.e. contract manager) and queries should therefore be directed accordingly.

Termination of contract due to non-performance

5.5 In the event of the non-performance as per the agreed contract, NRF-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 NRF-SAASTA has incurred as result of the non-performance of the appointed bidder. The termination of the contract due to non-performance will be triggered by escalations in managing the bidder's performance as stated under the managing performance levels section.

Original bid documents for contract signing

5.6 The sets of original bid documents in submitted format (electronic 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.

Managing service levels

5.7 Upon appointment, all 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.

5.8 Where all or concerned parties agree to a variation of these, the parties sign the revision which is appended to this contract document.

5.9 The appointed third party and NRF-SAASTA contract manager measure delivered performance against these performance levels.

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

5.11 The concerned parties will monitor the corrective actions.

5.12 The concerned parties will assess the applicability of penalties to the incurred poor performance and apply these,

5.13 The service performance levels are:

Service	Measurement methodology	Penalty trigger level	Penalty
Delivery of the resource/s as per agreement, which include writer's brief and / or terms of reference and authorised purchase order.	Both or the parties concerned agree on the scope of work as detailed in the agreement including the purchase order. Both or the parties concerned will consider delays from the NRF-SAASTA in measuring the performance of the supplier.	Failure to develop the resource/s as per the scope of work in the agreement.	First and second failure to develop the resource/s will result in the invoice not being paid and the cancellation of the purchase order. On the third failure to abide by the agreement, NRF-SAASTA reserves the right to terminate the contract.
Adherence to the quality assurances processes including the scientific editorial process, NRF-Branding Guidelines and NRF-Style Guide	Draft and / or final versions of developed resource/s have adhered to all stages of the quality assurances processes including the scientific editorial process, NRF-Branding Guidelines and NRF-Style Guide.	Failure to adhere to all stages of the quality assurances processes including the scientific editorial process, NRF-Branding Guidelines and NRF-Style Guide.	First and second failure will result in a 20% penalty of invoice value for breaching the quality assurance processes, NRF-Branding Guidelines and NRF-Style Guide. On the third failure to adhere or breaching the quality assurance processes, NRF-Branding Guidelines and NRF-Style Guide, NRF-SAASTA reserves the right to terminate the contract.
Plagiarism, misinformation and disinformation on the resources developed by the supplier including factually incorrect AI-generated content and breaching intellectual property rights.	Draft and / or final versions of the resourced developed by the supplier contain text and / or content that is plagiarised, misinform or disinform including factually incorrect AI-generated content that is intended public audiences.	Failure to ensure that the text and /or content produced is plagiarism-free and does not misinform or disinform including factually incorrect AI-generated content that is the intended public audiences.	First failure and second detection of plagiarism, misinformation and disinformation including factually incorrect AI-generated content that will result in a penalty equivalent to the approved purchased order. On the third detection of plagiarism, misinformation and disinformation including factually incorrect AI-generated content, NRF-SAASTA reserves the right to terminate the contract.

Quality standards of the resource/s that have been developed. The basic standards that will used to assess and evaluate the quality of resources include but not limited to originality, relevance, accuracy and completeness of the information (error-free) for resources developed by the supplier.	The acceptable quality levels as per agreement by both or all parties for the resource/s developed (i.e. layout of text, graphics, illustrations). When in dispute, at least two individuals will be requested to assess and evaluate the quality of the resources.	Failure to reasonably abide by the NRF-SAASTA's quality standards.	First and second failure to abide by required quality standards will result in a 10% penalty of the invoice. On the third failure to abide by the required quality standards,, NRF-SAASTA reserves the right to terminate the contract.
Adherence to the agreed timelines for the development of the resource/s	Adherence to the agreed timelines by the supplier.	Failure to adhere to the agreed timelines by the supplier.	First and second failure to adhere to the agreed timelines will result in a 10% penalty of the invoice. On third failure to adhere to the agreed timelines, NRF-SAASTA reserves the right to terminate the contract.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

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

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation 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 subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods 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-SAASTA 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-SAASTA 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-SAASTA 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-SAASTA in obtaining statutory protection for the contract intellectual property at the expense of the NRF-SAASTA wherever the NRF-SAASTA 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-SAASTA or as the NRF-SAASTA may direct, and to support the NRF-SAASTA or its nominee, in the prosecution and enforcement thereof in any country in the world. The contracted party irrevocably appoints the NRF-SAASTA 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-SAASTA, 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-SAASTA and after termination of its involvement with the NRF-SAASTA, the recipient shall not: • Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF-SAASTA'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-SAASTA or in the possession of the recipient prior to its involvement with the NRF-SAASTA; • 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-SAASTA, 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-SAASTA of such requirement prior to any disclosure. The recipient shall within one (1) month of receipt of a written request from the NRF-SAASTA to do so, return to the NRF-SAASTA 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-SAASTA; • All written transcripts of confidential information disclosed verbally by the NRF-SAASTA; 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-SAASTA. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF-SAASTA 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-SAASTA 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-SAASTA 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.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
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 –N/A
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-SAASTA 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 – N/A
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-SAASTA 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

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
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 – N/A
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.

BID RESPONSE EVALUATION

Completed and Signed SBD 1		Mandatory	Completed and Signed SBD 1	**Go/No Go**	Page 27	
Completed and Signed SBD 3.2		Mandatory	Pricing (SBD 3.2) in this document completed	**Go/No Go**	Page 38	
Completed and Signed SBD 4		Mandatory	Completed and Signed SBD 4	**Go/No Go**	Page 41	
Completed and Signed SBD 6.1		Mandatory	Completed and Signed SBD 6.1	**Go/No Go**	Page 43	

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
Company profile		Mandatory	The bidder must provide a company profile which indicates development of communication related resources including graphic design and layout as the core service of the company. The bidder must have a minimum of four (4) years of experience in developing communication related resources. **NB: Company profile without highlighting the above will not meet the criteria.** **NB: The bidder must detail their initial and to date year of providing the services.**	**Go/No Go**	Page 8 (Due Diligence)	
Human Resources		Mandatory	The bidder must demonstrate sufficient human resources, capacity and capability by providing the following: • A curriculum vitae of a project leader	**Go/No Go**	Page 8 (Due Diligence)	

			with three (3) years of experience in developing communication related resources. • A curriculum vitae of one writer that is experienced in the development of communication related resources. • A curriculum vitae of a graphic designer with three (3) years of experience and expertise in using design software (include but not limited to Adobe Creative Cloud Suite). The curriculum vitae must also be accompanied by a recent portfolio of designs completed within the last three years. • The curriculum vitae of two writers, internal or outsourced each with a minimum of a journalism undergraduate qualification and five years' experience. Writers with other qualifications and sufficient experience and proof of having published media articles will be considered. The two writers should each provide a portfolio of evidence with a minimum of 10 science-related content and / or articles published in various media (e.g. national, regional, local) in the last two years. • The curriculum vitae of the personnel and/or company profile that will be			

			responsible for developing and producing audio visual productions. The bidder must provide a portfolio of evidence focusing on audio-visual productions including animated graphic elements. • A curriculum vitae of a personnel and/or company profile that will be responsible for social media campaigns. The bidder must portfolio of social media projects that have been planned, managed and executed. • A curriculum vitae of the personnel (e.g. professional translators), internal or outsourced, or at least demonstrate capacity and capability to translate text or content for both groupings from English to other official South African languages and vice versa. The bidder must provide proof of their intention to work with company or personnel that is and / or are suitably qualified and demonstrate experience in translating a minimum of five languages from English and vice versa. **<u>NB</u>: The bidder must submit curriculum vitae of the personnel (not summary) with the accompanying portfolio of designs and/or evidence or projects, where applicable.**			

			<u>NB</u>: Where applicable, the bidder must submit the company profile to demonstrate capability and capacity to deliver on services required. The company profile (external) without highlighting the above will not meet the criteria.			
Contactable References		Mandatory	Bidder must provide at least three (3) written contactable reference letters from three separate companies. The reference letters must indicate communication related resource development project/s the bidder has completed for their clients within the last four (4) years. The reference letters must indicate the bidder's success in the project/s and the impact of such project/s. Reference letters from NRF-SAASTA will be accepted.	**Go/No Go**	Page 9 (Due Diligence)	
Project Proposal		Mandatory	The bidder must provide a project proposal that is guided by the writer's brief and / or terms of references in **Annexure B**, which must be in line with the following key requirement for evaluation: • Demonstrate an understanding to the scope of work and the process for developing communication related resources including a consideration of the expertise required, the scientific editorial and quality assurances processes (**Annexure A)** as well as the branding guidelines necessary to complete the project. The bidder may consider the following aspects for	**Go/No Go**	Page 57 (Annexure B) Page 56 (Annexure A)	

			inclusion in the proposal. ○ Justification of hydrogen data used, evidence-based data on jobs that will be created by a certain period, including the reasons for the infographic type selected. ○ Social media platforms to be utilised, key messages of the campaign, sample of the tiles with content for social media platforms. ○ Titles and opening paragraphs of the e-newsletter articles, platforms for hosting the e-newsletters, metrics for monitoring the distribution of the e-newsletters etc. • Proposal must outline a project-based approach to managing the overall development process. The project proposal will be evaluated based on the following criteria: (1) Originality, relevance, accuracy and completeness, (2) project management approach, (3) adherence to NRF-SAASTA quality assurance processes, and (4) creative thinking and innovation. **<u>NB</u>: The bidder must provide a project proposal must demonstrate and highlight**			

			understanding and compliance with the scope of work in Annexure B in line with the above criteria.			
Quality of Past Work		Mandatory	The bidder must provide a portfolio of evidence to demonstrate the quality of communication related resources previously developed by the bidder. Hence, the bidder must provide the following: • Part A (Grouping A): sample of the infographic material, media article and audio-visual production or material. • Part B (Grouping B): sample of an annual impact report or media kit, an animation and corporate branding resource. The quality of past work will be evaluated based on the following criteria: (1) Originality, relevance, accuracy and completeness, (2) graphic design and layout, and (3) creative thinking and innovation. **<u>NB</u>: The bidder must provide a portfolio of evidence that demonstrate and highlight the quality of past work in line with the above criteria.**	**Go/No Go**	Page 5-7	

NB: Any bidder failing to meet "Go" in all criterions will be disqualified to the next price and NRF specific goals.

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**: The cost per deliverable for each year 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:** Written purchase orders will be issued based on the price quotation generated by the bidder as a response to the scope of work from NRF-SAASTA which outline the deliverable/s required. The scope of work to the bidder will include amongst others the delivery schedule, performance deadlines and quality assurance standards to measure the achievement of the purchase order deliverables. The written purchase orders will stipulate quantity, work description, delivery date, and the unit price and/or cost per deliverable in accordance with the contract. The quantities provided by the bidder in SBD 3.2 are only for price competition and actual quantities for invoicing will be stated in each of the written purchase orders issued under this contract.
5.	**Delivery Points are:** Didacta building, 211 Nana Sita Street, Pretoria,0002.

BID PRICE SCHEDULE (SBD 3.2)

Submit pricing in separate (stand-alone)
NB: Quotations will be required as and when needs arises for different deliverables.

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
1.	10	Develop 10 posters (A0 size) per year	Each					
	10	Develop 10 posters (A1 size) per year	Each					
	10	Develop 10 posters (A2 size) per year	Each					
	10	Develop 10 posters (A3 size) per year	Each					
	10	Develop 10 posters (A4 size) per year	Each					
2.	10	Develop 10 booklets (A4 size, 1-5 pages) per year	Each					
	10	Develop 10 booklets (A4 size, 1-10 pages) per year	Each					

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
	10	Develop 10 booklets (A5 size, 1-5 pages) per year	Each					
	10	Develop 10 booklets (A5 size, 1-10 pages) per year	Each					
3.	10	Develop 10 infographics (A4 size, statistical infographic, 1-3 pages) per year	Each					
	10	Develop 10 infographics (A4 size, timeline infographic, 1-3 pages) per year	Each					
	10	Develop 10 infographics (A5 size, informational infographic, 1-3 pages) per year	Each					
	10	Develop 10 infographics (one to two minutes in length, illustrative and / or video infographic) per year	Each					
4.	10	Develop 10 cartoon animations (full colour, voice over in English, between 30 seconds to three minutes) per year	Each					

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
	10	Develop 10 whiteboard animations (full colour, voice over, translated from English to another and/or other languages, between two minutes to five minutes) per year	Each					
5.	10	Develop 10 social media campaigns with a minimum of 10 posts conducted on one platform for a period of one month per year	Each					
	10	Develop 10 social media campaigns with a minimum of 10 posts conducted on three platforms for a period of one month per year	Each					
	10	Develop 10 social media campaigns with a minimum of 10 posts conducted on five platforms for a period of one month per year	Each					

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
6.	10	Develop 10 popular science and media-related media articles (400 to 600 words) including graphic design (A4 size, one page, two photos and three logos) per year	Each					
	10	Develop 10 popular science and media-related media articles (800 to 1200 words) including graphic design (A4 size, double page spread, three photos and three logos) per year	Each					
7.	10	Develop 10 policy briefs (A4 size, 5 pages) per year	Each					
	10	Develop 10 policy reports (A4 size, 10 pages) per year	Each					
8.	10	Develop 10 audio clips (between 30 seconds to three minutes) per year	Each					
	10	Develop 10 audio visuals (i.e. documentary) (between three minutes to eight minutes) per year	Each					

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
	10	Develop 10 audio visuals (i.e. documentary) (between eight minutes to twenty minutes) per year	Each					
9.	10	Develop 10 corporate publications: Annual Impact Report (A4 and A5 and 5-25 pages) per year	Each					
	10	Develop 10 corporate publications: Media Kits (A4 and A5 and 5-25 pages) per year	Each					
10.	10	Develop 10 corporate digital and multimedia products: Animations (standard length: 30 seconds to 5 minutes) per year	Each					
	10	Develop 10 corporate digital and multimedia products: Video explainers (standard length: 30 seconds to 5 minutes) per year	Each					
	10	Develop 10 corporate digital and multimedia products: Campaign microsites (standard length: 30 seconds to 5 minutes) per year	Each					

NO	ESTIMATED QUANTITY (A)	DELIVERABLES	UNIT OF MEASURE	TOTAL (YEARLY PRICES SHOULD INCLUDE VAT of 15%)				
				UNIT PRICE (B)	COST PER DELIVERABLE YEAR 1 (C)	COST PER DELIVERABLE YEAR 2 (D)	COST PER DELIVERABLE YEAR 3 (E)	TOTAL COST PER DELIVERABLE YEAR 1, 2 & 3 (C + D + E)
11.	10	Develop 10 corporate branding resources, signage, certificates, and event collateral per year	Each					
12.	40	Translation and transcreation services of 40 corporate communication materials and documents per year	Each					
13.	10	Graphic design and layout of one electronic newsletter template (including all the costs associated with draft standard templates) per year Editing, graphic design, production, distribution, and performance monitoring of 10 quarterly electronic newsletters per year **NB**: The 12 newsletter articles (500 to 800 words) including a minimum of 12 photos to be supplied by NRF-SAASTA.	Each					
SUB-TOTALS (YEAR 1, 2 and 3)								
TOTAL BID PRICE INCLUSIVE OF VAT								

Total cost per deliverable s determined by multiplying the quantity by unit price and adding value added tax for all line items.

EXAMPLE: CALCULATING THE COST FOR THE A0 POSTERS FOR THE THREE-YEAR PERIOD

Estimated Quantity = 10 A0 posters [A]

Unit Price = R5500.00 [B]

Value Added Tax (VAT) = 15%

Cost Per Deliverable [Year 1] = Estimated Quantity [A] x Unit Price [B]
= 10 x R5500.00
= R55 000.00

Value Added Tax (VAT) = R55 000.00 x 0.15
= R8250.00

Hence, Cost Per Deliverable [Year 1] = R55 000.00 + R8250.00
= R63 250.00 [C]

Cost Per Deliverable [Year 2] = Estimated Quantity [A] x Unit Price [B]
= R55 000.00 +VAT
= R63 250.00 [D]

Cost Per Deliverable [Year 2] = Estimated Quantity [A] x Unit Price [B]
= R55 000.00 +VAT
= R63 250.00 [E]

Total Cost Per Deliverable [Year 1, 2 & 3] = C + D + E
= R63 250.00 + R63 250.00 + R63 250.00
= R189 750.00

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-SAASTA 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-SAASTA-NRF-SAASTA-NRF-SAASTA, 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 NRF-SAASTA-NRF-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-SAASTA-NRF-SAASTA-NRF-SAASTA 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-SAASTA-NRF-SAASTA-NRF-SAASTA condemns any form of fronting. NRF-SAASTA-NRF-SAASTA-NRF-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 NRF-SAASTA-NRF-SAASTA-NRF-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. NRF-SAASTA-NRF-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 NRF-SAASTA-NRF-SAASTA may have against such a bidder.

Disclaimers

The NRF-SAASTA has produced this document in good faith. The NRF-SAASTA, 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-SAASTA 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-SAASTA” means the National Research Foundation and it is used interchangeable with its business units managing the contract being NRF-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. NRF-SAASTA-NRF-SAASTA's evaluation committee will disqualify non-responsive submissions.

Meeting technical specifications

NRF-SAASTA-NRF-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

NRF-SAASTA-NRF-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

NRF-SAASTA-NRF-SAASTA's evaluation committee will assess compliant bidders from the technical evaluation stage on their pricing and points for set specific goals. 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 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-SAASTA's Delegated Authority to the bidder with the highest combined score for Price and set specific goals 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

NRF-SAASTA-NRF-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

PART D - RETURNS

INVITATION TO BID (SBD 1)

Bid number	NRF/SAASTA SCI/80/2025-26
Closing date and time	Friday 27 March 2026
The NRF-SAASTA recognises the date and time as recorded on its systems for closure purposes.	
SUMMARY OF BID REQUIREMENTS	
The overall objective is to appoint a supplier responsible for the development, reviewing, repackaging and electronic distribution including the graphic design and layout of science communication and corporate communications resources for a period of thirty-six (36) months.	
Number of evaluation copies (Mark pages as "Evaluation Copy"	1 sets of pdf documents uploaded on e-

and number all pages sequentially):	tender portal submission.
Price validity period from date of closure	Ninety (90) days

SUPPLIER INFORMATION

Name Of Bidder					
Postal Address					
Street Address					
Contact Person					
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
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 B-BBEE – also refer to the SBD 6.1]					

SUPPLIER INFORMATION

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.
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-SAASTA 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.

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

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] 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.

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

2.2.1 If so, furnish particulars:

……

……

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

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.

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.

[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.

.....	.....
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

1. 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**

1.2.1 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.

1.3 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.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(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).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1

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 **or** **90/10**

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

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

3.3

3.2.1. POINTS AWARDED FOR PRICE

3.4

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

3.5

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alter am partum* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

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-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 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-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.

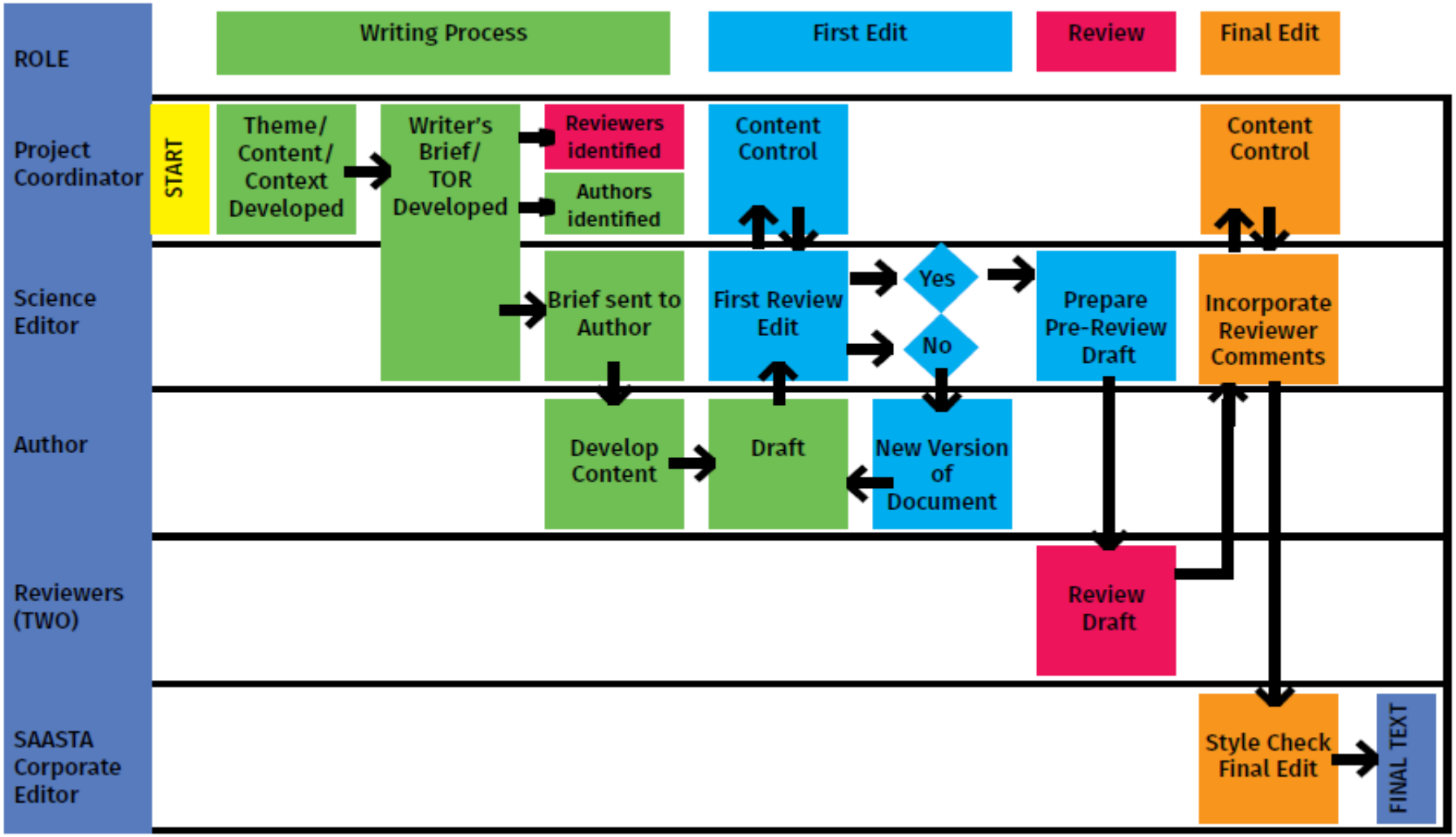
I declare that during the bidding period did not have access to any NRF-SAASTA proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

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.

BID SIGNATURE (SBD 1)
Signature of bidder: Full Names:
Capacity under which this bid is signed (Proof of authority must be submitted e.g. company resolution)

ANNEXURE A – WORKFLOW OF THE SCIENTIFIC EDITORIAL PROCESS



ANNEXURE B: PROJECT PROPOSAL – WRITER'S BRIEF / TERMS OF REFERENCE

Project Title	To produce a range of science communication resources to support the implementation of the International Partnerships for Hydrogen in the Economy (IPHE) to be hosted by South Africa from the 20 to 24 April 2026 in Pretoria, Gauteng.
Project Duration	25 March 2026 – 29 April 2026
Project Background	IPHE is an international inter-governmental partnership currently consisting of 26 members from countries and the European Commission. The IPHE's objective is to facilitate and accelerate the transition to clean and efficient energy and mobility systems using hydrogen and fuel cell technologies across applications and sectors. The partnership provides a forum for sharing information on initiatives, policies and technology status, as well as on safety, regulations, codes, and standards to accelerate the cost-effective transition to the use of hydrogen and fuel cells in the economy. IPHE also informs broad stakeholder groups, including policy makers and the public, on the benefits of, and challenges to, establishing widespread commercial hydrogen and fuel cell technologies (HFCT) in the economy. Additional information on the partnership could be sourced from the IPHE website: https://www.iphe.net/.
Project Proposal Requirements	South Africa through the Department of Science, Technology and Innovation in collaboration with NRF-SAASTA will be hosting the 45th Steering Committee Meetings. The high-level meetings include Inter-Governmental Roundtable (Day1), R&D Education and Outreach (Day 2), Industry Forum (Day 3) and Steering Committee Business (Day 4). To support the engagements, the supplier is required to produce a proposal for developing editing, proof-reading, expert review and graphic design for the **three** science communication resources. 1. Deliverable 1 • Infographic: A4 infographic showing relevant data e.g. hydrogen cars and trucks on the road from at least five members, projected impact on sector by 2060 i.e. revenues, jobs created and carbon dioxide emissions preventions. 2. Deliverable 2 • Social Media Campaign: A four-month campaign focusing on IPHE Meetings, key insights into the IPHE partnerships, scientific facts about hydrogen technologies. For the purposes of the exercise, the requirements include the design of the social media tiles, with the relevant partners logos. 3. Deliverable 3 • Digital Newsletters: Compile, edit, proof-read, layout and design, produce, distribute and monitor at least three e-newsletters (25 March 2026, 8 April 2026 and 29 April 2026). A minimum of five stories focusing on the upcoming IPHE Steering Committee Meetings, HFCT research and development in South Africa, policy, standards and regulations in the country etc. The digital newsletters should target policymakers, academics, industry and business. The proposal structure and template should be determined by the supplier but should **not exceed** 10 pages. The proposal should follow a project-based approach (e.g. project schedule) that outline the expertise and capacity to meet the requirements and should adhere to the quality assurance processes including the scientific editorial process i.e. Annexure B.