

REQUEST FOR PROPOSAL (RFP)

Bidders Name:

RFP Number:	iLABS/RFP2023/24:13
RFP Description:	Appointment of panel of Service Providers for the Supply and Delivery of Food Packaging, Disposable PPE and Miscellaneous Housekeeping and Foodservice Paper and Plastic consumables for a Period of Thirty-six (36) Months to iThemba LABS, Old Faure Road, Faure, Canteen.
Date of Issued:	01 March 2024
Compulsory Site Clarification Meeting Date: (if applicable)	Not applicable
Site Location:	NRF iThemba LABS Old Faure Road Faure Cape Town South Africa
Closing Date:	15 March 2024
Submission of RFPs	scm2@tlabs.ac.za (Proposals / quotations must be sent via email only)
For More Information (Technical):	Elizma van Zyl e.vanzyl@ilabs.nrf.ac.za

For More Information (Supply Chain Management):	Khanyisa Maqwara scm2@tlabs.ac.za Tel: 021 843 1379
Date Goods/Service Required:	As and when required
Validity from Closure Date:	90 Days
Awarding of Proposal date:	31 March 2024
Preferential Procurement System Applicable:	80:20 This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2022 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and any other applicable legislation

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INTRODUCTION TO THE NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities. The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. All contracts flowing from bidding only apply to iThemba LABS Cape Town.

1 INTRODUCTION TO THE NRF BUSINESS UNIT RESPONSIBLE FOR THIS BID

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and Applied Nuclear Physics Research using Particle Beams
- Research Radiation Biophysics
- The supply of Accelerator-produced Radioactive Isotopes for Nuclear Medicine and Research

The Business Administration and Finance Department is responsible for this RFP.

2 INVITATION FOR PROPOSAL

iThemba LABS seeks to appoint a reputable Service Provider as required by National Treasury Regulations (NTRs) and Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing which includes, amongst others:

- Reducing the cost of effort and administration
- Minimising price inconsistencies
- Reducing inadequate contract management and service delivery

This Request for Proposal is intended to allow the successful bidder to specify and present their skills, expertise and price for the above-mentioned services to iThemba LABS. Final acceptance of any proposal is not guaranteed, this being the exclusive right of iThemba LABS.

The purpose of this RFP is to invite proposals for the Appointment of panel of Service Providers for the Supply and Delivery of Food Packaging, Disposable PPE and Miscellaneous Housekeeping and Foodservice Paper and Plastic consumables for a Period of Thirty-six (36) Months to iThemba LABS, Old Faure Road, Faure, Canteen.with the right to cancellation due to non – performance.

3 OBJECTIVES OF ITHEMBA LABS

The long-term Key Strategic Objectives of iThemba LABS are well aligned with five of the six Strategic Outcomes of the National Research Foundation (NRF) as follows:

- iThemba LABS develops and provides to its users Leading-edge Research and Infrastructure Platforms aimed at responding to the needs of the SA research community in sub-atomic science and technology, radio-biology, radio-chemistry and environmental sciences, as well as other disciplines that can benefit from ion beam analysis techniques.
- iThemba LABS to contribute to an Internationally Competitive and Transformative Research System through in-house and collaborative research projects and through growing the production of globally competitive research outputs our training capacity is enhanced, leading to improvement in both quality and quantity of Human Capacity Development (HCD).
- iThemba LABS further contributes to the NSI by growing and enhancing our Radionuclide Production portfolio and service offering for the health and related benefits of the SA community whilst improving cost recovery opportunities.
- iThemba LABS constantly strives to deliver transparent HR/Business/Finance processes (including Health and Safety) in line with the NRF policies in support of the operations and to facilitate Strategic Decision Making
- iThemba LABS offers an extensive range of training programmes, mainly focused on post-graduate training where our research facilities are being utilized.
- iThemba LABS engages in a variety of science outreach programmes aimed at establishing a Scientifically Literate and Engaged Society

4 REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)

The bidder must be registered on the National Treasury's Central Supplier Database at the closing date in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (www.csd.gov.za) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels. National Treasury Contact Details: 012 406 9222 or email csd.support@treasury.gov.za

SECTION 1: Process Description & Administrative Requirements.

1.1 Mandatory and Administrative Requirements

- a) All documentation to be included:
- PART 1:** Technical Proposal: RFP No.: iLABS/RFP2023/24:13
- PART 2:** B-BBEE and other Mandatory Documentation:
- b) Detailed proposal and any additional information must accompany this signed Request for Proposal (RFP).
- c) Pricing must be filled in on this document and can be supported by a separate proposal.
- d) Prices supplied must be fully inclusive of all costs; value added tax, delivery charges and other taxes.
- e) Prices must be in South African currency.
- f) Price summary supplied in this document is firm prices.
- g) Bidders not submitting mandatory returnable evaluation documents will not be considered for technical evaluation and will be disqualified automatically.

ADMINISTRATIVE DOCUMENTS (M = Mandatory and O=Optional)		
Please Tick Applicable		
Valid B – BBEE Certificate / Sworn Affidavit	O	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
Complete and sign Bidder's Disclosure (SBD 4)	M	YES/NO
Complete and sign Preference Points Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	M	YES/NO
FUNCTIONAL EVALUATION DOCUMENTS (Go-No-Go)		
Complete Table 1.1 on page 11.	M	YES/NO
Complete Pricing Schedule on page 13 -22. Bidders do not have to bid on all line items. The pricing schedule may be supplemented by a separate proposal but the Grand Total on the pricing schedule must be completed.	M	YES/NO
Site inspection of Supplier warehouse, delivery vehicles and offices may be conducted.	M	YES/NO

1.2 Proposal Submission

Proposal must reach iThemba LABS before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

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Closing Date and Time: 15 March 2024

Closing Address: [Refer to section 2.1]

1.3 Delivery Instructions for Bids

1.3.1 Submit via Email to scm2@tlabs.ac.za

1.3.2 Please note that this RFP closes punctually at 11:00 am on 15 March 2024 No late bids will be accepted.

1.3.3 If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE." This included bids that are delivered late.

1.3.4 1No facsimile responses will be considered, unless otherwise stated herein.

1.3.5 The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.

1.3.6 iThemba LABS shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other respondents upon request.

1.3.7 iThemba LABS business hours are between 08h00 and 16h30.

1.3.8 Each proposal shall be valid for a minimum period of ninety (90) days calculated from the closing date.

1.3.9 Proposals submitted by companies must be signed by a person or persons duly authorised. If the documents are completed and signed by the Director/Owner/Partner, the resolution is not needed, but if the documents are completed and signed by any other person, then the resolution is required - as per mandatory requirement.

1.4 Awarding of Request for Proposal and Appointment of Bidder

1.4.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

1.4.2 iThemba LABS will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to iThemba LABS, taking into consideration the Technical (Functional) Solution, Price and B-BBEE.

1.5 Evaluation Process

1.5.1 Evaluation of proposals:

All proposals will be evaluated by an evaluation team and SCM for administrative compliance, Technical/Mandatory Requirements (if applicable), Price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

1.5.2 Evaluation process will be followed:

- The first phase includes evaluation of administrative requirements and technical criteria.
- The second phase includes the evaluation of price and B-BBEE status.
Pricing Proposals will only be considered after the technical phase has been adjudicated and accepted.
- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. **If all bids received are more than R 1 Million, the proposal will be cancelled and re-issued.**

1.6 Pricing Proposal:

1.6.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal.

1.6.2 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated. Companies to indicate if not VAT registered where applicable

1.7 Appointment of Bidder

1.7.1 Appointment as a successful bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement iThemba LABS reserves the right to appoint an alternative supplier.

1.7.2 Awarding of contracts will be announced on iThemba LABS website and regret letters will be sent to unsuccessful bidders.

1.8 Communication

1.8.1 Bidders are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of iThemba LABS in respect of this RFP between the closing date and the date of the award of the business.

1.8.2 For specific queries relating to this RFP, Respondents must contact SCM Office in writing. In the interest of fairness and transparency iThemba LABS response to such a query will then be made available to the other Respondents who have attended the compulsory site clarification meeting.

1.8.3 After the closing date of the RFP, a Respondent may communicate with iThemba LABS Supply Chain Management Section, at scm2@tlabs.ac.za on any matter relating to its RFP proposal.

- 1.8.4 Respondents found to be in collusion with one another will be automatically disqualified and blacklisted from doing business with iThemba LABS in future.
- 1.8.5 If all bids received are more than R 1 000 000.00, this request is automatically cancelled

SECTION 2: BACKGROUND

2.1 Background

The intent of this RFQ is to outline the scope of work and specifications for the Supply and Delivery of Food Packaging, Disposable PPE and Miscellaneous Housekeeping and Foodservice Paper and Plastic consumables for a Period of Thirty-six (36) Months to iThemba LABS, Old Faure Road, Faure, Canteen.

SECTION 3: SPECIFICATIONS

3.1. Compliance with National Legislation and Standards

The successful bidder must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS).

3.2. Specifications and Physical Requirements

- 3.2.1. The products must meet the physical requirements as stipulated in table 1.1.
- 3.2.2. Bidders to state their conformance to specifications in table 1.1. by indicating yes/no - this is compulsory.
- 3.2.3. Bidders who do not comply will be non-complaint and may be disqualified from this evaluation process.

Table 1.1: Specifications for Mandatory Physical Requirements

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
A	Physical Specifications		
1	Specification or equivalent. Equivalents must be as close as possible to description and specification. Deviation of unit size and pack size will be acceptable. Order and costs will be calculated accordingly. It is not mandatory for the Service Provider to quote on all items on the Pricing Schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Product Specifications		

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
1	Product specifications are described in Pricing and Specification schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Packaging Specifications		
1	The product should be packed into suitable secondary packaging as specified by relevant legislation and product must be protected from dust, pests and other contamination.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Transport and Delivery Specifications		
1	Goods must be delivered as per the agreed delivery schedule between iThemba LABS and the successful bidder.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Delivery is required monthly within forty-eight (48) hours of receipt of official purchase order or as mutually agreed upon between successful bidder and iThemba LABS.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	All products delivered must be securely crated, boxed, wrapped or bagged and hauled in closed trucks.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	No other items will be transported in the same vehicle which might in any way contaminate or damage the products.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Drivers and delivery assistants must be properly attired with the correct PPE.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3.3. Purchase agreement quotation and ordering procedure:

- 3.3.1. The contract award will be equally divided between the successfully appointed service providers.
- 3.3.2. The successful bidders will be issued with a Purchase Contract (SBD7.1) from iThemba LABS as confirmation of the award. An official purchase order will only be issued as their notice to proceed with supply and delivery of goods as and when needed.
- 3.3.3. Quotations will be requested on an “as and when required basis”. IThemba LABS will only accept market related pricing. Quotations will be tested against pricing of other appointed panel members and suppliers in the market to check whether unit pricing are within market price range for the duration of the contract.
- 3.3.4. Quotations in the form of an online platform or submitted via email will be accepted.
- 3.3.5. An official order will be raised via email or an online platform, if available, by the food service supervisor or a supply chain official for the duration of the agreement.
- 3.3.6. The quantities listed herein are estimates only and are not intended to commit iThemba LABS to purchase any specific quantity. In the event that iThemba LABS’s requirements do not result in the request for the full amount described herein, such occurrences shall not constitute the basis for fee adjustments under this contract.
- 3.3.7. If the successful supplier is unable to supply the product required, he/she shall recommend an acceptable replacement product to the food service supervisor for approval.
- 3.3.8. If the bidder requires a minimum order quantity, it must be stated on their proposal.

3.4. Documentation Requirements and Certification of Quantity and Quality:

- 3.4.1. All products delivered will be inspected at the point of delivery.
- 3.4.2. The foodservice supervisor or designee will check items delivered against the official purchase order and invoice at the time of delivery with both the supervisor and the driver signing the appropriate documentation for shortages and errors, and/or obviously damaged / non-compliant goods.
- 3.4.3. The service provider will be responsible for products rejected at the point of delivery and products found to be deformed or defective within the use by date for the product as previously specified. Damaged or inferior products for which the supplier is responsible will be replaced at no additional cost to iThemba LABS or a credit note will be issued for goods returned for credit.
- 3.4.4. iThemba LABS reserves the right to reject any product that does not conform to the specifications and quantity of invoiced product when received. Rejected items to be removed immediately and credit memo issued.
- 3.4.5. Original tax invoices indicating PO number, description of products supplied, units of measure, quantity supplied, price per unit and total cost inclusive of vat must be supplied per PO for each delivery.
- 3.4.6. The successful bidder shall bear the full burden of ownership until the goods is accepted at the final destination. Any shortages, damages, losses or otherwise undelivered goods shall remain the successful bidder's responsibility.
- 3.4.7. If deliveries are made in crates, boxes, containers or bags, these items remain the property and responsibility of the service provider. Such containers used for delivery should be unpacked at point of delivery and iThemba LABS should not be invoiced or levied for such crates/ containers.
- 3.4.8. Payment terms are strictly 30 days from the date of invoice.
- 3.4.9. iThemba LABS reserves the right to conduct inspections of the production process, the product and the premises of the supplier, by appointment, during the contract period or prior to entering into a contract.

3.5. PRICING SCHEDULE

The estimated amount (per unit of measure) is for estimation of contract value purposes only.

PRICING MODEL: **Pricing is NOT firm or fixed.** Pricing presented will be used for comparative analysis and estimation of contract value. Quotations will be requested before placing of orders as and when needed for the duration of the agreement. iThemba LABS will only accept market-related pricing. Quotations will be tested against the pricing of other appointed panel members and suppliers in the market to check whether unit pricing is within market price range for the duration of the contract.

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
	<i>EXAMPLE</i>		<i>EACH</i>	<i>200</i>	<i>100S</i>	<i>R400.00</i>	<i>R4.00</i>	<i>R800.00</i>
	FOODSERVICE CONSUMABLES							
1	BAGS POLYPROP 1lb gusseted	76x54x216mm or equivalent	100S	20				
2	BAGS POLYPROP 2lb gusseted	102x44x235mm or equivalent	100S	20				
3	BAGS POLYPROP 3lb gusseted	130x80x250/350mm or equivalent	100S	60				
4	BAGS Brown PAPER SO no 8	500s 160 x 300 + 100mm or equivalent	500s	6				
5	BAGS Brown PAPER SO no 12	500s 180 x 340 +100mm or equivalent	500s	6				

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6	BAGS Brown PAPER SO no 16	250s 200 x 390 + 110mm or equivalent	250s	12				
7	BAGS Brown PAPER SO no 20	250s 200 x 390 + 130mm or equivalent	250s	12				
8	BAGS CARRY Midi	1000s or equivalent	1000s	6				
9	BAGS Clear ON A ROLL	1000s 250 x 400mm or equivalent	EACH (roll)	12				
10	BAGS CLEAR Plastic 20 MIC (Medium/1kg)	1000s 150x250mmx25mic or equivalent	1000s	6				
11	BAGS CLEAR Plastic 20 MIC (Large/2kg)	1000s 200x300mmx25mic or equivalent	1000s	6				
12	BAGS CLEAR Plastic 20 MIC (Extra Large/ 3kg)	500s 250x400mmx25mic or equivalent	500s	6				
13	BAGS GREASEPROOF no 2	1000s pack 175 x 200mm or equivalent	1000s	10				
14	BAGS Piping Disposable	72s pack or equivalent	72s	2				
15	CHAFER FUEL gel	250gr x 24 pack or equivalent	CASE 24s	20				
16	CHARCOAL	5kg pack or equivalent	5kg	36				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
17	CUP CLEAR Biodegradable 200ml	EACH or equivalent	EACH	2000				
18	CUP LID Dome for 200ml Clear cup Biodegradable	EACH or equivalent	EACH	2000				
19	CUP Clear SMOOTHIE 375ml	or equivalent	EACH	3000				
20	CUP LID Dome for 375ml clear smoothie cup	or equivalent	EACH	3000				
21	CUP Foam 250ml	1000s x40 x250ml pack or equivalent	1000s	3				
22	Cup LID Flat for 250ml Foam cup	1000s pack or equivalent	1000s	1				
23	CUP Foam 350ml	1000s x20 x350ml pack or equivalent	1000s	3				
24	CUP LID Flat for 350ml Foam cup	1000s pack or equivalent	1000s	1				
25	CUP PAPER 250ml (COFFEE)	50s x20 x250ml pack or equivalent	1000s	10				
26	CUP SIP LID for 250ml Paper cup	1000s pack or equivalent	1000s	8				
27	CUP Vending Plastic 200ml	2000s x 200ml pack or equivalent	2000s	12				
28	FILTER PAPER Coffee Brewing Machine	1000s pack or equivalent	1000s	1				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
29	FILTER PAPER Oil	50s pack or equivalent	50s	5				
30	FIRE LIGHTER (Blitz)	500gr or equivalent	500gr	20				
31	FOIL Heavy Duty 440mm	440mm x70m x 16mic or equivalent	each	30				
32	FOIL Light Duty	440mm x 70m x 12mic or equivalent	each	5				
33	FOMO 4 Hotdog	125s pack or equivalent	125s	48				
34	FOMO 40 Dinner box, 2 division	75s pack or equivalent	75s	300				
35	FOMO 41 Dinner box, no division	75s pack or equivalent	75s	24				
36	FOMO 53 Dinner box, 3 division	75s pack or equivalent	75s	24				
37	FOMO 6 Burger box	125s pack or equivalent	125s	24				
38	FOMO 60 Tray	250s pack or equivalent	250s	4				
39	FOMO Picnic plates	500s pack or equivalent	500s	6				
40	GREASEPROOF SHEETS Ream 400 x 620mm	Ream 500s or equivalent	each	6				
41	LIGHTER butane gas long neck	or equivalent	each	36				
42	MATCHES Lion	10s x10 pack or equivalent	10s x 10	1				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
43	MUFFIN CUPS standard	1000s	1000s	1				
44	PAPER CAKE BOX small	100s or equivalent	100s	50				
45	PAPER PIZZA BOX Medium	100s or equivalent	100s	50				
46	PAPER LUNCHBOX Large – Biodegradable	EACH or equivalent	EACH	3000				
47	PAPER COASTERS white	1000s	1000s	3				
48	PAPER PLATE Small (18cm) Biodegradable Bagasse	1000s pack or equivalent	1000s	5				
49	PAPER PLATE LARGE Biodegradable Bagasse	1000s pack or equivalent	1000s	3				
50	PAPER SCOOP (Sandwich/cake/sub)	100s pack or equivalent	100s	200				
51	PAPER THERMAL roll 57x40mm for card terminal	48s x80x83mm roll or equivalent	48s	6				
52	PAPER THERMAL roll 80x83mm for receipt printer	48s x80x83mm roll or equivalent	48s	3				
53	PLASTIC CUTLERY set (Fork/Knife/Serv/ salt/pepper)	250s pack or equivalent	250s	10				
54	Plastic Forks	250s or equivalent	250s	36				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
55	Plastic Knives	250s or equivalent	250s	36				
56	Plastic Dessert Spoons	250s or equivalent	250s	36				
57	Plastic Teaspoons	500s or equivalent	500s	50				
58	CLING WRAP for machine 380mm x 1400m	380mm x1400m pack or equivalent	each	12				
59	CLING WRAP in box with cutter 300mm x 300m	300mm x300m pack or equivalent	each	36				
60	PLATTER 3-DIV Black 435 Ø x 20mm	50s pack or equivalent	50s	6				
61	PLATTER DOME LID Clear 450 Ø x 70mm	50s pack or equivalent	50s	6				
62	PLATTER NO DIV Black 435 Ø x 20mm	50s pack or equivalent	50s	6				
63	PPE Gloves G10 Nitrile Arctic Blue LARGE	200s pack or equivalent	200s	6				
64	PPE Mop Caps disposable	10x 100s pack or equivalent	CASE 10 x 100s	10				
65	PPE Plastic Gloves disposable	100s pack or equivalent	100s	12				
66	PPE Face Mask Surgical disposable	50s pack or equivalent	50s	50				
67	Refresher towels disposable	50s x10 pack or equivalent	500s	12				
68	Serviette 1 ply 3000s	3000s pack or equivalent	3000s	12				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
69	Serviette 2 ply cocktail white	1000s pack or equivalent	1000s	5				
70	Serviette 2 ply white	1000s pack or equivalent	1000s	5				
71	SKEWER bamboo thin 15cm	100s pack or equivalent	100s	6				
72	SKEWER bamboo thin 25cm	100s pack or equivalent	100s	10				
73	SKEWER wooden 3mm x 20cm	50s pack or equivalent	50s	6				
74	SKEWER wooden fork cocktail	100s pack or equivalent	100s	20				
75	STIRRER wooden 165cm	1000s pack or equivalent	1000s	6				
76	TOOTHPICKS unwrapped	1000s pack or equivalent	1000s	12				
77	TOOTHPICKS wrapped	1000s pack or equivalent	1000s	12				
78	TUB CLEAR CLAM rectangular/round 250ml	EACH or equivalent	EACH	3000				
79	TUB CLEAR CLAM Rectangular/round 350ml	EACH or equivalent	EACH	3000				
80	TUB CLEAR CLAM rectangular/round 500ml	EACH or equivalent	EACH	3000				
81	TUB CLEAR ROUND 250ml	EACH or equivalent	EACH	1000				
82	TUB CLEAR ROUND 350ml	EACH or equivalent	EACH	1000				
83	TUB LID for Clear round tub 250ml/350ml	EACH or equivalent	EACH	2000				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
84	TUB ECO ROUND BOWL 500ml	EACH or equivalent	EACH	2000				
85	TUB ECO BOWL LIDS	EACH or equivalent	EACH	2000				
86	WEDGE SANDWICH FOLD OVER	EACH or equivalent	EACH	2000				
87	WEDGE WRAP FOLDOVER	EACH pack or equivalent	EACH	1000				
	HOUSEKEEPING							
1	BAGS REFUSE BLACK Heavy Duty 40mic	200s 750x950mm pack or equivalent	200s	120				
2	BAGS REFUSE CLEAR Heavy Duty 40mic	200s 750x950mm pack or equivalent	200s	40				
3	Bags Refuse PEDAL BIN LINER	+/- 10LIT	EACH	2000				
4	Bags Refuse SWING BIN LINER	+/- 40LIT SIZE	EACH	2000				
5	Bags Refuse TROLLEY/WHEELIE BIN LINERS 40 mic Clear	50s x 1200x1300mm pack or equivalent	50s	10				
6	Bags Refuse MEDICAL WASTE BIN LINERS, 40 mic, RED	STD size or equivalent	100s	10				
7	PAPER TOILET ROLLS white unwrapped 1 PLY 48s Twinsaver, Scott	48s x 1ply pack or equivalent	BALE 48	600				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
8	PAPER TOILET ROLLS JUMBO 1PLY	6 x 1ply pack or equivalent	BALE 6	20				
9	PAPER TOWEL Blue/White Scott 200mm 1 ply (Essential)	6s or equivalent	BALE 6s	10				
10	PAPER TOWEL (code 3012) Kitchen on Roll 50 sheets x260x220mm x24s	24s or equivalent	BALE 24	10				
11	PAPER TOWELS (code 324) centrefeed 210x140mm x6s	6s pack or equivalent	BALE 6s	180				
12	PAPER TOWELS (code 325) centrefeed 240x360mm x4s	4s pack or equivalent	BALE 4s	250				
13	PAPER TOWELS (code 391) Control Hand Towel 1ply x 6s	6s pack or equivalent	BALE 6s	300				
14	PAPER TOWELS Folded (code 319) 100s x240x330mm x20s	100s x 20 case or equivalent	Case 20 x 100s	200				
15	Dispensers Hand towels (Centrefeed 324)	Or equivalent	Each	5				
16	Dispensers Hand towels (Centrefeed 325)	Or equivalent	Each	5				
17	Dispensers Hand towels (Folded 0319)	Or equivalent	Each	5				
18	Dispensers Hand towels (Control 0391)	Or equivalent	Each	5				
19	Dispensers Toilet paper rolls Stainless Steel	Double or equivalent	Each	5				

Item no.	Product description and specification or equivalent		Unit of measure	Estimated need for 36 months (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
20	Dispensers Jumbo toilet roll	Or equivalent	Each	5				
21	Delivery Charge to iThemba LABS	EACH	EACH	<u>36</u>				
	GRAND TOTAL (BIDDERS ARE DISQUALIFIED IF TOTAL AMOUNT IS NOT INDICATED)*					R		

*May be supplemented with a separate quotation, but the total amount must be completed on the pricing schedule.

1	Minimum order amount to qualify for free delivery?	R	Not applicable
2	Lead time to delivery (excluding weekends)?	Minimum days:	Maximum days:

SPECIAL CONDITIONS FOR MANAGING THE CONTRACTUAL OBLIGATIONS		
The bidders are expected to provide a monthly statement of Disposal Services Rendered, indicating collection dates, order numbers, invoice details, payments received and outstanding balances.		
SERVICE PERFORMANCE LEVELS (MANDATORY)		
Service being Measured	Measurement	Penalty trigger level
Adherence to mandatory physical requirements as set out in Table 1.1	All products and services must meet minimum standards as stipulated.	As stipulated on GCC 22.1
Documentation	Delivery notes, Invoices, Credit notes and statements must be supplied as stipulated in section 3.4	As stipulated on GCC 22.1
SERVICE PERFORMANCE LEVELS (MANDATORY)		
Service being Measured	Penalty where minimum levels are breached	
Physical requirements	As stipulated on GCC 22.1	
Documentation	As stipulated on GCC 22.1	

GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT	
GCC22	22. Penalties
	22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

Please visit <https://www.nrf.ac.za/procurement/General-Conditions-of-Contract> for the detailed GCC's which forms part of the binding contract which will be issued to the awarded bidder.

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

4

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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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.

STANDARD BIDDING DOCUMENT (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**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

- (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
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

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)	Number of points claimed (90/10)	Number of points claimed (80/20 system)
--	---	---	----------------------------------	---

	(To be completed by the organ of state)	(To be completed by the organ of state)	system) (To be completed by the tenderer)	(To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

1. Contract Management

1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

2. Contract Manager

2.1. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

3. Contract Communication

3.1. The NRF communicates all communications in writing as well as through email.

3.2. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.

3.3. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

4. Communicating “As and When” in terms of the specific contract clauses

4.1. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued and the Project Leader must complete a B52 (Request for Order). The detailed quotation together with the signed B52 must be submitted to Supply Chain Management Office for processing;

4.2. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.

4.3. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):

4.3.1. Purchase Order Number

4.3.2. Contract Number

4.3.3. Quantity

4.3.4. Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;

4.3.5. Catalogue number if applicable;

4.3.6. Unit price per this contract;

4.3.7. Delivery Date;

4.3.8. Business unit code; and

	<p>4.3.9. The specific delivery site.</p> <p>5. Communicating where incidental services are required as listed in this document</p> <p>5.1. Incidental services are specified in the incidental services clause</p> <p>5.2. Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form.</p> <p>6. Communicating where spare parts are required as listed in this document</p> <p>6.1. The spare parts services are specified in the spare parts clause</p> <p>7. Performance Management</p> <p>7.1. The NRF measures performance throughout the contract life.</p> <p>7.2. The NRF has regular performance review with the contractor.</p> <p>7.3. Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor.</p>
CONTRACTED BIDDER	
	<p>8. Managing the Contract</p> <p>8.1. The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.</p> <p>8.2. The Service Provider will supervise and exercise proper control over its personnel and shall not hold the iThemba LABS liable for any loss or injury caused to the said personnel. The Service Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).</p> <p>9. Contract Manager</p> <p>9.1. The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.</p> <p>10. Communication</p> <p>10.1. The contracted party communicates in writing and through email.</p> <p>10.2. The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.</p> <p>11. Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)</p>

	<p>11.1. Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.</p> <p>12. Health and Safety Requirements</p> <p>12.1. In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.</p> <p>12.2. The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).</p> <p>12.3. To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.</p> <p>12.4. Prior to commencement of any work the contractor needs to complete an Indemnity form, the iThemba LABS Contractual obligations form and will be required to attend a Contractors Health and Safety induction prior to commencement of any works.</p>
<p>BID SUBMISSION CERTIFICATE FORM</p>	
	<p>I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.</p>
	<p>My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.</p>
	<p>The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:</p> <ul style="list-style-type: none"> • Invitation to Bid • Specification(s) set out in this Bid Invitation inclusive of any annexures thereto • Bidder's responses to this invitation as attached to this document • Pricing Schedule(s) including detailed schedules attached • CSD / Tax clearance letter • Bidder's Disclosure (SBD4); • Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022 (SBD6.1) and the BBBEE certificate • Conditions of contract as set out in this document (GCC) <p>I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the</p>

	<p>Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.</p>	
	<p>I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.</p>	
	<p>I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.</p>	
	<p>I certify that the information furnished in these declarations (SBD4 and SBD6.1) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.</p>	
	<p>I confirm that I am duly authorised to sign this offer/ bid response.</p>	
NAME (PRINT)		
CAPACITY		
SIGNATURE		