

REQUEST FOR QUOTATION (RFQ)

Supplier Name:

GOODS

☐

SERVICE

X

DESCRIPTION OF SERVICES: - iLABS/RFQ 2022/23:186 THE PROVISION OF PUBLISHING SERVICES FOR PROCEEDINGS OF THE SIXTH BIENNIAL “WORKSHOP ON DISCOVERY PHYSICS AT THE LHC” (Kruger2022) TO BE HELD FROM 5-9 December 2022

RFQ Number:	iLABS/RFQ 2022/23:186
Date of Issued:	28 October 2022
Compulsory Site Clarification Meeting Date:	N/A
Site Location:	iThemba LABS Old Faure Road Faure Cape Town South Africa, 7131
Closing Date:	11 November 2022 at 11:00 Am
Delivery Address for RFQ:	Scm3@tlabs.ac.za (proposals / quotes must be sent via email only)
For More Information (Technical):	Mrs Michelle Bark mvdventel@tlabs.ac.za
For More Information (Supply Chain Management):	Mr. O Mxenge 021 843 1000 or scm3@tlabs.ac.za
iThemba LABS Business Hours:	08:00 am till 16:30 pm
Payment Terms	30 days from date of invoice

Validity from Closure Date:	60 Days
Awarding of Quotation date:	November / December 2022
Delivery of service:	To render publishing services for proceedings of the Sixth Biennial “Workshop on Discovery Physics at the LHC” (Kruger2022)
Preferential Procurement System Applicable:	80:20. This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2017 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and any other applicable legislation

FOLLOWING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.(if applicable)
- **Submit your VALID B - BBEE Certificate as accredited with SANAS if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder:
 - SBD 4 – Bidders Disclosure
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
 - SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors (where applicable)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury’s Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered. National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

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.

Introduction to the Business Unit responsible for this RFQ

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

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, 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.

- 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 R500k, the sourcing request is automatically cancelled and will be re-issued.

Supplier Response

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Name of Supplier:		
Address of Supplier:		
Contact Person:		
Contact Tel:		
Email Address:		
CSD Supplier Number:	MAAA.....	
Currency:	ZAR	
Payment Terms:	30 Days from date of Invoice	
MANDATORY REQUIREMENTS:	SUBMITTED	
Portfolio of evidence listing the below mentioned criteria's:	YES	NO
• Portfolio of evidence of prior conference proceeding of more than 100 papers		
• Pricing breakdown of the services	YES	NO
• Background and business information/Company profile	YES	NO
• Databases and discovery services in which the journal is published	YES	NO
The supplier must have a proven track record of online publication of international academic/scientific conference proceedings in nuclear science.	YES	NO
The supplier must have a stable, online platform for the management of the submissions.	YES	NO

SECTION 1: SPECIFICATIONS

Description of Services:

The provision of publishing services for the proceedings of the Sixth Biennial “Workshop on Discovery Physics at the LHC” (Kruger2022) to be held from 5-9 December 2022.

Background:

NRF-iThemba LABS will be hosting the Sixth Biennial “Workshop on Discovery Physics at the LHC” (Kruger2022) from 5-9 December 2022.

The conference is held every two years in the Kruger National Park;

The conference aims to promote scientific exchange of new results and development of novel ideas and models related to the physics of the LHC. The following topics will be covered:

- Particle Physics
- Heavy Ion Physics
- Beyond the Standard Model Physics

The Kruger2022 is overseen by NRF-iThemba LABS - Cape Town and follows on the hugely successful Kruger conferences held in 2018, 2016, 2014 and 2012.

The scientific program will be structured by a Local Organising Committee (LOC) and an International Advisory Committee (IAC).

The expected number of participants to the conference is ~120.

Specifications:

- The publication of online, open access conference proceedings (free to read and download in perpetuity after publication).
 - Estimate of expected number of papers: 50
 - Estimated number of pages: 250
 - Expected submission date: 31 March 2023
 - Required publication date: 31 May 2023
- The preparation of the online metadata (title, authors, affiliations, abstract, references);
 - Attribution of DOI Names and indexation to CrossRef®;
 - Online publication of the PDF articles and creation of HTML metadata;
 - All articles to be published in colour;
 - Proceedings should be indexed in main databases;
 - Access to journal's services, e.g. recommend this article, download citation, metrics, citation tracking, view count, etc.);
 - Access via links to social bookmarking websites;

- Archiving and maintenance of the proceedings for an unlimited time;
- Quality checking of submitted pdfs, including:
 - symbols, tables, graphs, numbering, author affiliations;
 - Standard editing of submitted pdfs, including:
 - English language grammar, consistency, and clarity;
 - Spelling, grammar, punctuation and conformity.
- Check of the quality of submitted files for common errors (symbols, figures and tables, wrong numbering, etc)

Supplier Requirements:

The supplier must have a proven track record of online publication of international academic/scientific conference proceedings in nuclear science.

The supplier must have a stable, online platform for the management of the submissions.

The proceedings must be indexed and discoverable in main databases.

To be provided:

A portfolio of evidence must be provided by the supplier, listing the following:

Pricing breakdown of the services;

Background and business information (years in business, editorial board, aim, scope, publishing policies, publishing ethics and manuscript requirements);

Databases and discovery services in which the journal is published.

PRICING SCHEDULE

NB: Bidder to submit and attach a separate Quotation with their price breakdown of the services.

- Bidders are to complete all SBD documents with the exception of SBD 6.2 if not applicable, Bidders will be disqualified if SBD 4 and 6.1, is not fully completed and signed.

PRICING SCHEDULE	
DESCRIPTION	TOTAL
<p>The publication of online, open access conference proceedings (free to read and download in perpetuity after publication).</p> <ul style="list-style-type: none">➤ Estimate of expected number of papers: 50➤ Estimated number of pages: 250➤ Expected submission date: 31 March 2023➤ Required publication date: 31 May 2023	R
<p>The preparation of the online metadata (title, authors, affiliations, abstract, references);</p> <ul style="list-style-type: none">○ Attribution of DOI Names and indexation to CrossRef®;○ Online publication of the PDF articles and creation of HTML metadata;○ All articles to be published in colour;○ Proceedings should be indexed in main databases;○ Access to journal's services, e.g. recommend this article, download citation, metrics, citation tracking, view count, etc.);○ Access via links to social bookmarking websites;○ Archiving and maintenance of the proceedings for an unlimited time;○ Quality checking of submitted pdfs, including:○ symbols, tables, graphs, numbering, author affiliations;○ Standard editing of submitted pdfs, including:○ English language grammar, consistency, and clarity;○ Spelling, grammar, punctuation and conformity.○ Check of the quality of submitted files for common errors (symbols, figures and tables, wrong numbering, etc)	R
TOTAL	R

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.

2.2

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.

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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

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

PREFERENCE POINTS CLAIMED (SBD 6.1)	
	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017
	<p>This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution</p> <p>NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.</p>
	<p>1. GENERAL CONDITIONS</p> <p>1.1. The following preference point systems are applicable to all bids:</p> <div style="margin-left: 40px;"> <p>1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and</p> <p>1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).</p> </div> <p>1.2.</p> <div style="margin-left: 40px;"> <p>1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable</p> <p>1.2.2. the 80/20 preference point system will be applicable to this tender</p> </div> <p>1.3. Points for this bid shall be awarded for:</p> <div style="margin-left: 40px;"> <p>1.3.1. Price; and</p> </div>

1.3.2. B-BBEE Status Level of Contributor.	
1.4. The maximum points for this bid are allocated as follows:	
	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100
1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.	
2. DEFINITIONS	
2.1. “ B-BBEE ” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;	
2.2. “ 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;	
2.3. “ bid ” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;	
2.4. “ Broad-Based Black Economic Empowerment Act ” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);	
2.5. “ 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;	
2.6. “ functionality ” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.	
2.7. “ prices ” includes all applicable taxes less all unconditional discounts;	
2.8. “ proof of B-BBEE status level of contributor ” means:	

	7	2	4	
	8	1	2	
	Non-compliant contributor	0	0	

5. BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	
	√	
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number :

8.4. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6. COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

8.8.1. The information furnished is true and correct;

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

8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

8.8.4.1. disqualify the person from the bidding process;

	<p>8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;</p> <p>8.8.4.3. 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;</p> <p>8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and</p> <p>8.8.4.5. forward the matter for criminal prosecution.</p>
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GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

GCC22: Penalties

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.

9. BID SUBMISSION CERTIFICATE FORM	
I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.	
The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:	
Invitation to Bid	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 (SBD6.1) and the BBBEE certificate	
Conditions of contract as set out in this document (GCC)	

	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; 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.
	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
	I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD 6.2 where applicable) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.
	I confirm that I am duly authorised to sign this offer/ bid response.
NAME (PRINT)	
CAPACITY	
SIGNATURE	
Witness 1	
NAME	
SIGNATURE	
Witness 2	
NAME	
SIGNATURE	
DATE	