



**National  
Research  
Foundation**

## **BID INVITATION TEMPLATES (2): CONSTRUCTION AND GENERAL**

**YOU ARE HEREBY INVITED TO SUBMIT A REQUEST FOR QUOTATION**

**RFQ Number: NRF/SCM 17/2021-22-RA**

### **BID DESCRIPTION**

**ENHANCING BID INVITATION TEMPLATES AND GUIDELINES: CONSTRUCTION AND GENERAL**

| RFQ INVITATION (SBD SECTION 1A)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| RFQ Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NRF/SCM 18/2021-22 RA |
| Closing Date and Time (as per NRF systems)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2 March 2022 at 11:00 |
| <b>HIGH LEVEL CONTEXT, REQUIREMENTS AND CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| <p><i>Context</i></p> <p>The NRF is a decentralised organisation in which bid invitations are generated and approved on a decentralised basis. In order to encourage both consistent guidance and standard, the NRF promotes the use of templates and guidelines for use in Bid Invitation processes. Furthermore, a draft construction bid invitation template was previously in development and not completed.</p> <p>The NRF have encouraged the use of a specific bid invitation template and guideline over a number of years for general procurement. This requires updating to reflect changes, such as the legislative environment.</p> <p><i>Requirement</i></p> <p>The NRF therefore intends to:</p> <ul style="list-style-type: none"> <li>• Update the existing bid invitation template and guideline</li> <li>• Complete a work in progress construction bid invitation template</li> <li>• Initiate and complete a construction bid invitation template guideline</li> <li>• Initiate and complete a construction bid invitation checklists (with reference to general checklists in use)</li> <li>• Provide a guideline on different construction templates that are available and the advantages and disadvantages of same with reference to CIDB prescriptions and international best practices</li> <li>• Provide a guideline on additional prescripts and requirements relevant to construction</li> <li>• Integrate changes to the content of the existing general checklist and ensure a checklist designed for the construction template</li> <li>• Manage the consultation process incl. consultation with SCM practitioners and project managers</li> <li>• Manage the approval process</li> <li>• Provide training to ensure adequate change management</li> </ul> |                       |

### Scope

In addition to managing the process of designing, updating and enhancing the templates and guidelines, the following are added depth and breadth are added:

- Detailed references to construction prescripts and best practice contract suites
- Updating all quality assurance checklists
- Training workshop to rollout the templates and address any queries and to adjust minor administrative change (such as order, usability and so on not requiring additional approval).

### Contract type

**Pricing:** Fixed rate, ceiling price, **The focus is therefore on the hourly rate.**

**Quantity:** Fixed total amount of hours with the hours being flexible between various line items on the Pricing Schedule.

## RESPONSE DETAILS

### ELECTRONIC SUBMISSION TO:

[bids@nrf.ac.za](mailto:bids@nrf.ac.za)

Emailed PDF file name format is "Bid Number / Supplier Name" Refer **Annexure B** for guidance on electronic submissions.

### ONE OR TWO ENVELOPE APPROACH:

This is a One Envelope approach, namely the price and quality can be submitted simultaneously in one document.

**Bidding procedure enquiries may be directed in writing to:**

**Technical information may be directed in writing to:**

|                |                         |                |                                      |
|----------------|-------------------------|----------------|--------------------------------------|
| Section        | Supply Chain Management | Section        | Specifications, policies and systems |
| Contact person | Vuyelwa Vabaza          | Contact person | Lwazi Qangule                        |
| E-mail address | vl.vabaza@nrf.ac.za     | E-mail address | l.qangule@nrf.ac.za                  |



**National  
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### SUPPLIER INFORMATION

**Name Of Bidder**

**Postal Address**

**Street Address**

**Telephone Number**

Code

Number

**Cell Phone Number**

Code

Number

**Facsimile Number**

Code

Number

**E-Mail Address**

**VAT Registration Number**

**Tax**

**Compliance**

Tax Compliance

System PIN

Central Supplier Database

No.

MAAA

| SUPPLIER INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| B-BBEE Status Level Verification Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Tick Applicable Box.<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | B-BBEE Status Level Sworn Affidavit                                     | Tick Applicable Box.<br><input type="checkbox"/> Yes <input type="checkbox"/> No                     |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| [A B-BBEE status level verification certificate/ sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| Are you the accredited representative in South Africa for the goods /services/works offered?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes enclose proof] |  | Are you a foreign-based supplier for the goods/services/ works offered? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes, answer the questionnaire below] |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| <p align="center"><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p> <table border="1"> <tbody> <tr> <td>Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table> <p>If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 below.</p> |                                                                                    |  |                                                                         |                                                                                                      |  | Is the entity a resident of the Republic of South Africa (RSA)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have a branch in the RSA? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have a permanent establishment in the RSA? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have any source of income in the RSA? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is the entity liable in the RSA for any form of taxation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the entity a resident of the Republic of South Africa (RSA)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| Does the entity have a branch in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| Does the entity have a permanent establishment in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| Does the entity have any source of income in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |
| Is the entity liable in the RSA for any form of taxation?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                           |  |                                                                         |                                                                                                      |  |                                                                 |                                                          |                                           |                                                          |                                                            |                                                          |                                                       |                                                          |                                                           |                                                          |

| TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B) |                                                                                                                                                                                     |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                          |                                                                                                                                                                                     |
| 1.1                                                | Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.                                                             |
| 1.2                                                | All bids must be submitted on the official forms provided–(not to be re-typed) or in the manner prescribed in the bid document. Bid pages are bound to minimise risk of lost pages. |
| 1.3                                                | This bid is subject to the Preferential Procurement Policy Framework Act, 2000, the General Conditions Of                                                                           |

| TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)                                                                                                                                                                                                                   |                                                                                                                                                                                                                    |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                                                                                      | Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.                                                                                                    |         |
| 1.4                                                                                                                                                                                                                                                                  | The successful bidder will be required to fill in and sign a written contract form (SBD7.1).                                                                                                                       |         |
| 2. TAX COMPLIANCE REQUIREMENTS                                                                                                                                                                                                                                       |                                                                                                                                                                                                                    |         |
| 2.1                                                                                                                                                                                                                                                                  | Bidders must ensure compliance with their tax obligations.                                                                                                                                                         |         |
| 2.2                                                                                                                                                                                                                                                                  | Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.                                      |         |
| 2.3                                                                                                                                                                                                                                                                  | Application for tax compliance status (TCS) pin may be made via e-Filing through the SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .                                                           |         |
| 2.4                                                                                                                                                                                                                                                                  | Bidders may also submit a printed TCS certificate together with the bid.                                                                                                                                           |         |
| 2.5                                                                                                                                                                                                                                                                  | In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.                                                                     |         |
| 2.6                                                                                                                                                                                                                                                                  | Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided                                                                                       |         |
| 2.7                                                                                                                                                                                                                                                                  | No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state. |         |
| 3. TWO ENVELOPE SYSTEM                                                                                                                                                                                                                                               |                                                                                                                                                                                                                    | No      |
| 4. VALIDITY PERIOD FROM DATE OF CLOSURE                                                                                                                                                                                                                              |                                                                                                                                                                                                                    | 90 days |
| 5. BRIEFING SESSION OR SITE VISIT DETAILS: N/A                                                                                                                                                                                                                       |                                                                                                                                                                                                                    |         |
| 6. THE BIDDING SELECTION PROCESS                                                                                                                                                                                                                                     |                                                                                                                                                                                                                    |         |
| <b><u>Stage 1 – Compliance to submission requirements</u></b>                                                                                                                                                                                                        |                                                                                                                                                                                                                    |         |
| Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document. |                                                                                                                                                                                                                    |         |
| <b><u>Stage 2 – Evaluation of Bids against Technical Specifications</u></b>                                                                                                                                                                                          |                                                                                                                                                                                                                    |         |
| <b>Bidders achieving the minimum threshold in the specification to enter the Price/Preference scoring stage:</b>                                                                                                                                                     |                                                                                                                                                                                                                    |         |
| <b><u>Stage 2A – Evaluation of Bids against Specifications including Quality</u></b>                                                                                                                                                                                 |                                                                                                                                                                                                                    |         |
| The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set out in this document.                                                                                                               |                                                                                                                                                                                                                    |         |

## TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)

### Stage 2B – Due Diligence Interviews or Proof of Delivery/Concept against Specifications

Where circumstances justifies it, the NRF conducts interviews with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage.

### Stage 2C – Due Diligence Research

The National Research Foundation confirms the recommended bidder(s)'s reference letters with referees to confirm the recommendation(s).

### Stage 3 – Price/Preference Evaluation

#### Basis of fair competition:

The NRF compares each bidder's pricing proposal on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid's pricing requirements including the application of fair pricing tests as set out below in the section "Insufficiency of Funds".

#### Ranking of the bidders pricing:

The NRF ranks the qualifying bids on price with lowest priced Bid receiving the maximum points (either 80 or 90) and the remainder ranked in relation to the lowest priced bid. The NRF adds the bidders' claimed preference points as verified to the submitted preference claim form (SBD 6.1) to provide the final ranking for the award decision.

### Stage 4 – Checking Tax Compliance

#### Stage 4 – Taxpayers Resident in South Africa

The NRF notifies the recommended bidder in writing where their tax compliance check reflects that they are non-compliant and provides the recommended bidder seven (7) working days to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement with SARS to meet their outstanding tax obligations. Failure to deliver such written evidence of compliance results in the rejection of that recommended bid.

### Stage 5 – Award and Contract Signing

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

## 7. ACKNOWLEDGEMENT OF READING EACH PAGE

## **TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)**

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

### **8. CENTRAL SUPPLIER DATABASE REGISTRATION**

Bidders are requested to register on the Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the NRF to verify the supplier's tax status on the Central Supplier Database.

### **9. CLARIFICATION**

If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above. The National Research Foundation does not provide the origin of the request to any party.

### **10. RESPONSE PREPARATION COSTS**

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

### **11. ONE ENVELOPE SYSTEM**

A One Envelope system is employed.

### **12. COLLUSION, FRAUD AND CORRUPTION**

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

### **13. FRONTING**

The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting". Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

### **14. DISCLAIMERS**



The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.

## 15. CANCELLATION OF THE RFQ PRIOR TO AWARD

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b><u>Procurement not required:</u></b> The NRF cancels the Bid Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | <b><u>No acceptable bids:</u></b> The NRF cancels the RFQ Invitation prior to making an award if it receives no acceptable bids i.e. that do not meet the minimum requirements set out in this document.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <b><u>Invalid Bid Procedure:</u></b> The NRF cancels the RFQ Invitation prior to making an award if a material irregularity occurred in the bid process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <b><u>Insufficiency of Funds at date of Award:</u></b> The NRF cancels the RFQ Invitation prior to making an award if the funds are no longer available to cover the total estimated contract value at the date of the evaluation.                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | <b><u>Offered Prices are within a fair price range:</u></b> The NRF cancels the RFQ Invitation where the offered price is defective as being too low or too high to the identified fair price range. The NRF conducts fair pricing tests to arrive at an opinion of reasonableness of the offer price. Where these tests reflect pricing outside of the established fair price range, the evaluators may recommend price negotiation and no other component. The NRF starts negotiation with the winning bidder or, where that bidder refuses negotiation, with the next ranked bidder in the price/preference ranking until a market related price is achieved. |

## SCOPE OF WORK

### INTRODUCTION TO THE NRF

The National Research Foundation Act, Act 23 of 1998, as amended, establishes the National Research Foundation ("NRF") as the juristic person that makes this bid invitation and will contract with the awarded bidder. The Public Finance Management Act classifies the organisation as a Schedule 3A Public Entity.

### INTERDEPENDENCIES

None known.

### CONTRACT PERIOD

This assignment commences a week after appointment for a fifteen month period. The bidder is encouraged to work concurrently as the exercise is dependent upon the availability of the staff during peak periods, including busy year end

closure processes and both internal and external audit exercises and other B-BBEE training and implementation processes.

### ELIGIBILITY, DETAILED SPECIFICATION ETC.

- 1.1. **Detailed specification:** The high level specification viewed with working templates provides the appropriate level of detail. Refer List of Annexures (**Annexure A**). These documents will be provided to the successful bidder.
- 1.2. **Eligibility:** The bidder is to supply brief confirmation, and where evident from the context, appropriate proof. All eligibility criteria are Go-No Go, namely failure to meet any of the criteria means that the bidder does not progress to the evaluation round.

| Eligibility (Go-No Go)                                                                                                                                                                                                                                                                                                                                                                           | Bidder to confirm whether in compliance or not |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Understand legislation relating to a Section 3A public entity</li><li>2. Experience of compiling both a general and a construction template</li><li>3. Experience of compiling a guideline</li><li>4. Experience of compiling a checklist</li><li>5. Experience in writing specifications</li><li>6. Experience in advising on specifications</li></ol> |                                                |

Bidders who have performed similar specialist work for the NRF on any of the required aspects in the past do not need to provide evidence on such aspects. NRF reserves the right to conduct additional due diligence.

#### 2. Timing

The NRF expects the bidder to commence a week after appointment, and to complete at maximum within fifteen months unless the bidder receives NRF's written consent to extend the period, which consent will not be unreasonably withheld.

#### 3. Work product

- The service provider is to ensure that it provides the NRF with detailed interview notes, recordings, transcripts and research material upon request and no later than the conclusion of the project.

4. **Level of guidance:** A copy of an NRF guideline template (BSAC approved bid invitation template and guideline/checklist) is available upon request.

5. **Ownership:** The content of the guideline and training content is owned by the NRF

## **6. Qualification, price, and award criteria**

### **6.1. Qualification Criteria**

- The bidder to meet all the requirements under the relevant sections, including 2, 3, 4, 5, and this section.
- The bidder to provide 3 contactable references on equivalent work conducted in the past 3 years, except if the bidder has provided similar work for the NRF in the past. The bidder consents to the NRF soliciting such due diligence and relevant information, where necessary at the NRF's discretion, and to reject bidders who failed to meet minimum requirements in past projects including quality and timeous delivery.

## **7. Consultation process**

Adequate provisions are required for three key iterative stages, as the templates/guidelines are approved at a three stage level:

- Corporate SCM;
- Business unit working group, and
- BAC (final approval)

## **8. Quality**

Quality is informed by and/or with reference to:

- The initial BSAC approved Bid Invitation template and associated guideline.
- NRF's SCM 101 guideline
- NRF's Policy Framework
- SCM Policy.
- Templates are to be robust, efficient, flexible and user-friendly
- Guidelines are to be written in non-technical language where practical.

## **9. Milestones**

Key milestones (in sequential order with months calculated from the date of appointment being "x-date")

- General template (including guideline and checklist) (x-date plus six months)
- Construction template (including guideline and checklist) (x date plus nine months, namely three additional months after last milestone)
- Construction compliance template (x-date plus ten months, namely one additional month after the last milestone)
- Construction contracts guideline (x-date plus fifteen months, namely five additional months after the last milestone)

## **10. Exclusions**

NRF intends to provide more specialised / category specific templates in future years, including:

- Goods

- Services
- Innovation
- Infrastructure (to the extent different from construction)

These are therefore excluded from this project,

## 11. References

Appropriate references are to be consulted in the process of compilation to incorporate best practices and/or compliance and/or relevant knowledge and included, where relevant, in a reference section in the relevant guidelines, such as seminal works and standards on construction specifications (e.g. ISO/SANS 10845), construction law, details and guides to key contract suites, CIDB's relevant prescripts including recommended / approved contract suites and the Standard for uniformity, other relevant legislation and international best practices.

These may include:

ANON. 2016. SANS 10845: Construction procurement standard conditions of tender. SABS. ISBN: 9780040186900.

Anthony, A. 2021. Regulating construction procurement law in South Africa—does the new framework for infrastructure delivery and procurement management undermine the rule of law?. *Obiter*, 42(1), pp.136-147.

Anthony, A.M., 2020. South African infrastructure procurement under the new Public Procurement Bill. *African Public Procurement Law Journal*, 7(1), pp.26-33.

CIDB. n.d. CIDB best practice fees. *Author*. [Online] Available from:

[https://cdn.ymaws.com/www.asaqs.co.za/resource/resmgr/news\\_items/news\\_items\\_2016/cidb\\_Best\\_Practice\\_Fee.pdf](https://cdn.ymaws.com/www.asaqs.co.za/resource/resmgr/news_items/news_items_2016/cidb_Best_Practice_Fee.pdf).

CIDB. n.d. CIDB Prescripts. *Author*. [Online] Available from: <https://www.cidb.org.za/clients/procurement-prescripts/cidb-prescripts/>.

Construction Industry Development Board. (2019). CIDB: Standard for Uniformity in Construction Works Contracts Procurement. *Industry Development Regulations*, 4(August), 1–60.

<http://www.cidb.org.za/publications/Documents/cidb> Standard for Uniformity in Construction Procurement - August 2015.pdf

CSI. n.d. *CSI Resources*. *Author*. [Online] Available from: <https://www.csiresources.org/>

D Jones. n.d. *The development of SATCC standard specifications and design guides for roads and bridges*. CSIR. [Online] Available from: [The Development of SATCC Standard Specifications and Design Guides for Roads and Bridges \(up.ac.za\)](#).

Hughes, K. 2020. *Understanding FIDIC: The Rainbow Suite*. Routledge.

Hughes, K. and Waterhouse, P. 2018. *Understanding NEC4: Term service contract*. Routledge.

International Standard Organisation. 2020. ISO 10845 – series. *Author*. Vernier, Geneva, Switzerland. [Online]  
Available from: <https://www.iso.org>

Jaeger, A.V. and Hök, G.S., 2010. *FIDIC: A guide for practitioners*. Heidelberg, Dordrecht, London, New York, Springer: pp.106.

Mangaung Metropolitan Municipality. n.d. *Waaihoek urban hub phase 1.1.1 Buitesig bridge development, construction of new bridge across railway line: demolishing of building and relocation of services*. *Author*: pp36.  
[Online] Available from: [KM\\_C368-20170421125552 \(mangaung.co.za\)](KM_C368-20170421125552)

Nash, R.C., Schooner, S.L., O'Brien-DeBakey, K.R. and Edwards, V.J., 2021. *The government contracts reference book: A comprehensive guide to the language of procurement*.

National Treasury. 2019. Framework for infrastructure delivery and procurement management. *Author*. [Online]  
Available from:  
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| DOCUMENTS REQUIRED                                                                                                                                                                                                     |               |                                                             |                                                             |                       |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------|--------------------------------|
| Electronic bid documents for evaluation and contract signing                                                                                                                                                           |               |                                                             |                                                             |                       | 1                              |
| Refer <b>Annexure B</b> .                                                                                                                                                                                              |               |                                                             |                                                             |                       |                                |
| RETURNABLE DOCUMENTS REQUIRED                                                                                                                                                                                          |               |                                                             |                                                             |                       |                                |
| The bidder is to complete this table and to supply the necessary page references to the supporting documentation. A bidder failing to adequately provide any of the mandatory documents is automatically disqualified. |               |                                                             |                                                             |                       |                                |
| Legislative/Technical Documents                                                                                                                                                                                        |               |                                                             | Compliance                                                  |                       |                                |
| (M – Mandatory)                                                                                                                                                                                                        | <u>BIDDER</u> |                                                             | <u>NRF</u>                                                  | Bid Section Reference | <u>BIDDER</u>                  |
|                                                                                                                                                                                                                        | Submitted     |                                                             | Meets Specification Minimum                                 |                       | Reference to Bidder's document |
| <b><u>Bidder Eligibility</u></b>                                                                                                                                                                                       |               |                                                             |                                                             |                       |                                |
| Procurement Invitation (SBD 1), signed and completed.                                                                                                                                                                  | M             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Section A             |                                |
| Declaration of Interest with Government (SBD 4), signed and completed.                                                                                                                                                 | M             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Other SBDS            |                                |
| Preference Points Claimed (SBD 6.1), signed and completed.                                                                                                                                                             | M             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Other SBDS            |                                |
| Declaration of Past SCM Practices (SBD 8), signed and completed.                                                                                                                                                       | M             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Other SBDS            |                                |
| Certificate of Independent Bid Determination (SBD 9), signed and completed.                                                                                                                                            | M             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Other SBDS            |                                |
| <b><u>Specification Eligibility</u></b>                                                                                                                                                                                |               |                                                             |                                                             |                       |                                |

| (M – Mandatory)                                                                                                                              | <b>BIDDER</b>                                                    | <b>NRF</b>                                                  | <b>Bid Section</b>        | <b>BIDDER</b>                        |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|--------------------------------------|
|                                                                                                                                              | Submitted                                                        | Meets<br>Specification<br>Minimum                           | Reference                 | Reference to<br>Bidder's<br>document |
| Evidence that the bidder meets the requirements                                                                                              | M<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Detailed<br>Specification |                                      |
| <b><u>Due diligence of Eligibility</u></b>                                                                                                   |                                                                  |                                                             |                           |                                      |
| Three (3) contactable references with contact details for those customers for whom the bidder has completed work within the last three years | M<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Other SBDS                |                                      |
| <b>Pricing</b>                                                                                                                               | <b>Compliance</b>                                                |                                                             |                           |                                      |
| Pricing (SBD 3.1) in this document is to be completed.                                                                                       | M<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Pricing Schedule          |                                      |

| <b>PRE-QUALIFICATION ELIGIBILITY CRITERIA</b>                                                          |                               |   |
|--------------------------------------------------------------------------------------------------------|-------------------------------|---|
| <b>ECONOMIC EMPOWERMENT AS A SPECIAL CONDITION OF CONTRACT</b>                                         |                               |   |
| Pre-Qualifying Criteria                                                                                | A minimum B-BBEE status level | 4 |
| <b>A bidder failing to meet this stipulated pre-qualifying criteria is automatically disqualified.</b> |                               |   |

| <b>SBD 3.1: PRICING</b>                  |                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Pricing Special Conditions</u></b> |                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                        | <b><u>Ceiling price:</u></b> The ceiling price is R480 000 (incl. VAT). Bids above the ceiling price will be rejected. Bids below the ceiling price will be considered on a competitive basis.                                                                                                                                                                                 |
| 2                                        | <b><u>Ceiling quantities:</u></b> The hours provided in the pricing schedule represent ceiling quantities in total and are flexible on an individual line basis. Individual line hours are thus estimating only and may be redeployed at the successful contractor's discretion, taking into account the particular situation, ensuring that the total hours remain unchanged. |

### SBD 3.1: PRICING

The bidder should provide for the unavailability of staff at peak times of the year and thus perform as many functions concurrently.

#### PRICING SCHEDULE (SBD3.1)

| QTY<br>(Hours)                                                      | DESCRIPTION                                                       | SECTION                | UNIT OF<br>MEASURE | UNIT PRICE<br>(incl. VAT) | TOTAL PRICE (incl.<br>VAT) |
|---------------------------------------------------------------------|-------------------------------------------------------------------|------------------------|--------------------|---------------------------|----------------------------|
| <b>General bid invitation template (50 hours)</b>                   |                                                                   |                        |                    |                           |                            |
| 50                                                                  | Update existing bid invitation template                           |                        |                    |                           |                            |
| <b>Construction bid invitation template (120 hours)</b>             |                                                                   |                        |                    |                           |                            |
| 120                                                                 | Finalise Construction bid invitation template                     | Template               | Hourly             |                           |                            |
| <b>Construction bid template guideline and checklist (30 hours)</b> |                                                                   |                        |                    |                           |                            |
| 30                                                                  | Draft bid template guideline and checklist                        | Guideline<br>Checklist | Hourly             |                           |                            |
| <b>Construction compliance guideline (60 hours)</b>                 |                                                                   |                        |                    |                           |                            |
| 60                                                                  | Research, draft and finalise a compliance construction guideline. |                        |                    |                           |                            |
| <b>Construction contract choices guideline (80 hours)</b>           |                                                                   |                        |                    |                           |                            |
| 100                                                                 | Research, draft and finalise a compliance construction guideline. |                        |                    |                           |                            |
| <b>Change management (40 hours)</b>                                 |                                                                   |                        |                    |                           |                            |
| 40                                                                  | Consultation, approval and training                               |                        |                    |                           |                            |
| TOTAL CONTRACT VALUE (Inc. VAT)                                     |                                                                   |                        |                    | R                         |                            |



## GENERAL CONDITIONS OF CONTRACT

This bid is subject to the General Conditions of Contract on the National Treasury website  
<http://www.treasury.gov.za/>

## MANAGEMENT OF PERFORMANCE LEVELS

1. The Performance Levels are in the table below.
2. The NRF measures the contracted bidder's performance against these in the execution of the contract.
3. The contracted bidder recognises that its failure to meet the performance levels has material adverse impact on the operations of NRF and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to precise determination.
4. The NRF excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of the NRF or its staff or circumstances of force majeure as referred to in this Agreement.
5. If the contracted bidder fails to meet any performance level:
  - a) The contracted bidder and the NRF shall jointly investigate and report on the root causes of the performance level failure;
  - b) The contracted bidder shall promptly correct the failure and begin meeting the set performance levels;
  - c) The contracted bidder shall advise the NRF as and to the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and
  - d) The contracted bidder shall take preventive measures to prevent the recurrence of the performance level failure.
6. Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

## PERFORMANCE LEVELS STATEMENT

| Service/Goods being Measured                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Measurement Methodology                                                                           | Penalty                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Quality: Specified guidelines and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NRF's Policy Framework, guideline template and guidelines in use (e.g., Specification or SCM101). | Rework at supplier's expense. If rework exceeds the contract period, the penalties for delay, provided in the next section, are applicable. |
| Timing: Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Training recording, transcription, submitted to the NRF prior to the end of the contract          | Payment withheld pending receipt of same                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Key milestones (above)                                                                            | 5% for each week delayed.                                                                                                                   |
| <b>OTHER SBDS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                   |                                                                                                                                             |
| <b>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                   |                                                                                                                                             |
| <p>Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price offer). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:</p> <ul style="list-style-type: none"> <li>○ The Bidder is employed by the State; and/or</li> <li>○ The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.</li> </ul> |                                                                                                   |                                                                                                                                             |
| In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                   |                                                                                                                                             |
| Full Name of Bidder or his/her representative:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |                                                                                                                                             |

| Service/Goods being Measured                                                                                                                                                                                                                                                                             | Measurement Methodology | Penalty                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------|
| Identity Number:                                                                                                                                                                                                                                                                                         |                         |                                                          |
| Position occupied in the Company (director, trustee, shareholder, member):                                                                                                                                                                                                                               |                         |                                                          |
| Registration number of company, enterprise, close corporation, partnership agreement:                                                                                                                                                                                                                    |                         |                                                          |
| Tax Reference Number:                                                                                                                                                                                                                                                                                    |                         |                                                          |
| VAT Registration Number:                                                                                                                                                                                                                                                                                 |                         |                                                          |
| The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:                                                               |                         |                                                          |
| Schedule attached with the above details for all directors/members/shareholders                                                                                                                                                                                                                          |                         |                                                          |
| Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule                                                                                                                                                        |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <div>Name of person/ director/ trustee/ shareholder/member:</div> <div>Name of State institution at which you or the person connected to the Bidder is employed</div> <div>Position occupied in the State institution</div> <div>Any other particulars:</div>                                            |                         |                                                          |
| If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?                                                                                                                                             |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <div>If Yes, did you attach proof of such authority to the Bid document?</div> <div>If No, furnish reasons for non-submission of such proof as an attached schedule</div> <div>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)</div> |                         |                                                          |
| Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?                                                               |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Service/Goods being Measured                                                                                                                                                                                    | Measurement Methodology | Penalty                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------|
| If so, furnish particulars as an attached schedule                                                                                                                                                              |                         |                                                          |
| Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, furnish particulars as an attached schedule.                                                                                                                                                             |                         |                                                          |
| Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?                              |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, furnish particulars as an attached schedule:                                                                                                                                                             |                         |                                                          |

| PREFERENCE POINTS CLAIMED (SBD 6.1)                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Preference points claim form for broad-based black economic empowerment (B-BBEE) status level of contribution                                                                                                                                                                                                                                                                                                                                                                                 |        |
| NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE.                                                                                                                                                                                                                                                                                                                                                      |        |
| <p>1. GENERAL CONDITIONS</p> <p>1.1. The following preference point systems are applicable to all bids:</p> <p>1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and</p> <p>1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)</p> <p>1.2. Points for this bid shall be awarded for:</p> <p>1.2.1. Price; and</p> <p>1.2.2. B-BBEE Status Level of Contributor</p> |        |
| The maximum points for this bid are allocated as follows:                                                                                                                                                                                                                                                                                                                                                                                                                                     | POINTS |
| PRICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 80     |
| B-BBEE STATUS LEVEL OF CONTRIBUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20     |

## PREFERENCE POINTS CLAIMED (SBD 6.1)

**Total points for Price and B-BBEE must not exceed**

**100**

1.3. 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.

1.4. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

### 2. 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 an organ of state for the provision of goods or services, through price offer, 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);

**“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 tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

**“prices”** includes all applicable taxes less all unconditional discounts;

**“proof of B-BBEE status level of contributor”** means:

1. B-BBEE Status level certificate issued by an authorized body or person;
2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
3. 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;

**“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

## PREFERENCE POINTS CLAIMED (SBD 6.1)

### 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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

or

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 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                               |

#### 5. BID DECLARATION

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

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

## PREFERENCE POINTS CLAIMED (SBD 6.1)

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

(Points claimed in respect of paragraph 6.1 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.

### SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

Specify, by ticking the appropriate box.

| Designated Group: An EME or QSE which is at last 51% owned by:           | EME<br>√ | QSE<br>√ |
|--------------------------------------------------------------------------|----------|----------|
| <b>Black people</b>                                                      |          |          |
| <b>Black people who are youth</b>                                        |          |          |
| <b>Black people who are women</b>                                        |          |          |
| <b>Black people with disabilities</b>                                    |          |          |
| <b>Black people living in rural or underdeveloped areas or townships</b> |          |          |
| <b>Cooperative owned by black people</b>                                 |          |          |
| <b>Black people who are military veterans</b>                            |          |          |
| <b>OR</b>                                                                |          |          |
| <b>Any EME</b>                                                           |          |          |
| <b>Any QSE</b>                                                           |          |          |

### DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: .....

## PREFERENCE POINTS CLAIMED (SBD 6.1)

VAT registration number: .....

Company registration number:.....

### TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

### COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and



## PREFERENCE POINTS CLAIMED (SBD 6.1)

6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

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 –
  - (a) disqualify the person from the bidding 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 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
  - (e) Forward the matter for criminal prosecution.

## SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum

## SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

threshold.

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - \frac{x}{y}] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|------------------------------------------------|-------------------------------------|
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |

- 3. Does any portion of the goods or services offered have any imported content?**

**(Tick applicable box)**

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 3.1** If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS

## SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

1286:2011):

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

### LOCAL CONTENT DECLARATION (REFER TO ANNEX B OF SATS 1286:2011)

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL) IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....

NB

- The obligation to complete, duly sign, and submit this declaration cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D, and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to update continuously Declarations C, D, and E with the actual values for the duration of the contract.

## SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

I, the undersigned, ..... (full names),

Do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- a. the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|                                                                    |   |
|--------------------------------------------------------------------|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration C, D and E.**

(d) I accept that the Procurement Authority / Institution have the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing appropriate remedies.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

|                     |             |
|---------------------|-------------|
| WITNESS No. 2 _____ | DATE: _____ |
|---------------------|-------------|

### SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

|                                                                                                                                                                                                                                                                 |                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:                    | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:                       | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:                         | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:                                                        | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. |                                                                 |

### SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect: |
| I have read and I understand the contents of this Certificate;                                                                                                                                                                                 |
| I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;                                                                                                                      |
| I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;                                                                                                                                        |
| Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;                                                                                      |

## SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

1. Has been requested to submit a Bid in response to this Bid invitation;
2. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
3. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

1. Prices;
2. Geographical area where product or service will be rendered (market allocation);
3. Methods, factors or formulas used to calculate prices;
4. The intention or decision to submit or not to submit, a Bid;
5. The submission of a Bid which does not meet the specifications and conditions of the Bid; or
6. Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.

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

## GENERAL CONDITIONS OF CONTRACT

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

**The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause. Special Conditions specific to this bid contract are in this document.**

**Bidders are deemed to have read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.**

## BID SUBMISSION CERTIFICATE FORM - (SBD 1)

I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s offered.

My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.

The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:

|                                                                                                      |                                                                                                          |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Invitation to Bid (SBD 1)                                                                            | Specification(s) set out in this RFQ Invitation inclusive of any annexures thereto                       |
| Bidder’s responses to this invitation as attached to this document                                   | Pricing Schedule(s) (SBD3.1) including detailed schedules attached                                       |
| Local Content and Local Manufacturing Certification (SBD 6.2) in accordance with the SABS standard   |                                                                                                          |
| Declaration of Interest (SBD4)                                                                       | Independent Price Determination (SBD 9)                                                                  |
| Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution. |                                                                                                          |
| Declaration of Bidder’s past SCM practice (SBD 8)                                                    | General Conditions of Contract and special/additional conditions of contract as set out in this document |

## BID SUBMISSION CERTIFICATE FORM - (SBD 1)

I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) offered cover all the goods, works and services specified in the Bid Invitation and cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.

I certify that the information furnished in these declarations (SBD 3.1, SBD 4, SBD 6.1, SBD 6.2 (if applicable), SBD 8, SBD 9) 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



| ANNEXURE A                              |                                                                                            |                                                           |                                                             |                        |
|-----------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|------------------------|
|                                         | AVAILABLE<br>TEMPLATES                                                                     | HISTORY                                                   | AUTHOR/S                                                    | STATUS                 |
| Bid submission (general) templates      |                                                                                            |                                                           |                                                             |                        |
|                                         | Bid submission template                                                                    | Official version                                          | BSAC                                                        | Available upon request |
|                                         | Bid submission template                                                                    | First Working Group                                       | Working Group<br>Chair                                      | Available upon request |
|                                         | Bid submission template                                                                    | First Working Group<br>final version (Version<br>2019v1f) | iThemba LABS,                                               | Available upon request |
|                                         | Bid submission template                                                                    | Version 6a (variant)                                      | Prior employee<br>(Research<br>Platforms<br>Infrastructure) | Available upon request |
|                                         | NRF BID invitation template<br>["template"]                                                | WIP1 (003) – Final<br>Draft                               | Second Working<br>Group Lwazi<br>Qangule chair              | Available upon request |
|                                         | Bid submission template in use                                                             | This version (2022<br>temp 1a)                            | Ver. Standard<br>2020-A1                                    | Employed for this RFQ  |
| Bid submission (construction) templates |                                                                                            |                                                           |                                                             |                        |
|                                         | Bid submission (construction) working<br>template                                          | (v2018-0a<br>17092018A)                                   | Ex-NRF employee                                             | Available upon request |
|                                         | Construction Bid invitation for<br>Construction works without CID<br>permitted forms       | Version Construction                                      | Ex-NRF employee                                             | Available upon request |
|                                         | Working template                                                                           | Construction bid                                          | iThemba LABS                                                | Available upon request |
|                                         | NRF Bid invitation templet ["template"]<br>for Construction WIP (Working Group<br>Version) | Ver. Standard<br>2020.A1                                  | NRF employee                                                | Available upon request |

|                                                         |                                                                                          |                                                                                                       |                                                                                                             |                                                 |
|---------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|                                                         | SARAO Template BHW-20210727 (1)                                                          | BID NO:<br>NRF/SARAO<br>SNET/07/2021-22                                                               | SARAO (incl.<br>specific BSC for<br>Long Haul Fibre<br>bid) drawing on<br>CIDB's Standard<br>for Uniformity |                                                 |
|                                                         | Construction Proforma for<br>Conventional World Contracts with<br>COTO incorporated Book | Blank                                                                                                 | SANRAL                                                                                                      |                                                 |
|                                                         | Construction Proforma for<br>Conventional World Contracts with<br>COTO incorporated Book | Book 1 of VOLUME 3<br><br>VERSION: Book 1 –<br>2021.1 – January<br>2020 (APPROVED<br>FOR USE – FDMS ) | SANRAL                                                                                                      |                                                 |
|                                                         | Construction Proforma for<br>Conventional World Contracts with<br>COTO incorporated Book | Book 2 of VOLUME 3<br><br>Version Book2<br>2021.1 –March 21                                           | SANRAL                                                                                                      |                                                 |
| Bid submission annexures (part of some templates above) |                                                                                          |                                                                                                       |                                                                                                             |                                                 |
|                                                         | Electronic bid submission – Guidance<br>for bidders                                      | Official current<br>version                                                                           | NRF employee                                                                                                | Attached                                        |
|                                                         | Reference letter                                                                         | Official current<br>version                                                                           | BSAC (Bid<br>Specification<br>Advisory<br>Committee, NRF)                                                   | Available upon request                          |
|                                                         | GCC (General Conditions of<br>Contract)                                                  | Official National<br>Treasury Version                                                                 | Part of some<br>templates; NT<br>(National<br>Treasury) website                                             | Available upon request;<br>NT website, internet |
| Checklist and Guideline                                 |                                                                                          |                                                                                                       |                                                                                                             |                                                 |
|                                                         | NRF Bid Specification Preparation<br>Guidance and Checklist 6a                           | Version Standard<br>2018-6a                                                                           | BSAC                                                                                                        | Available upon request                          |

## **ANNEXURE B - ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS**

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

**Conditions for electronic submissions:** This section does not apply to soft copies requested on manual submissions. It applies when email submissions are permitted. In circumstances where they are advisable, the business unit needs to ensure that they have appropriate controls and processes in place, such as:<sup>1</sup>

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

### **1. PRESCRIPTS**

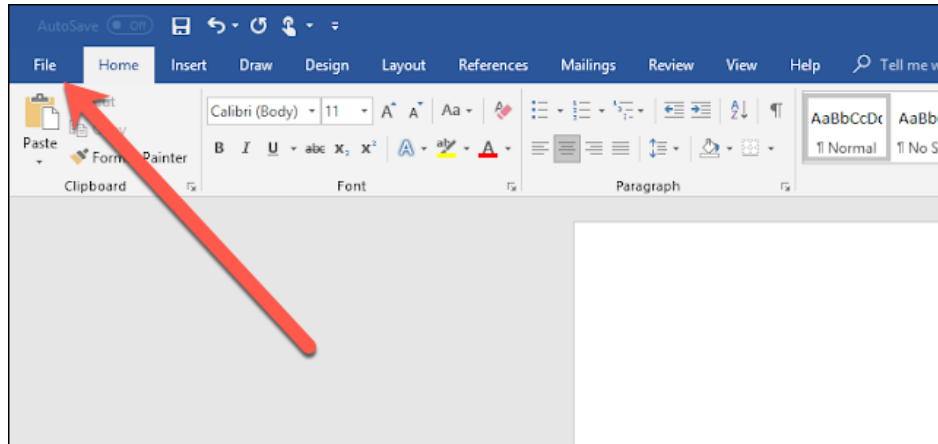
- All files must be submitted in pdf format unless otherwise stated.
- Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- **Two envelope system:** All bidders document must be submitted to the email address specified on the NRF bid document and however the password to the password protected pricing file must be submitted as a separate file and emailed as specified in the bid document.
- The NRF email size limit is 4MB, bidder must ensure that their submission is no bigger than this limit.
  - Your files must be Zipped to ensure that your submission is in line with the email size limit
- Timeline for submitting password to NRF
  - The password for pricing file must **not** be submitted before the bid closes.
  - The password may be submitted 1 minute after bid closure and no later than 2 days post bid closure. Failure to submit within 2 days may lead to bid being unable to be evaluated thus rendering them unresponsive.
- The subject of your email quote verbatim the bid name in the exact words provided in the NRF bid document.

<sup>1</sup> SANS 10845-1 paragraph 4.7

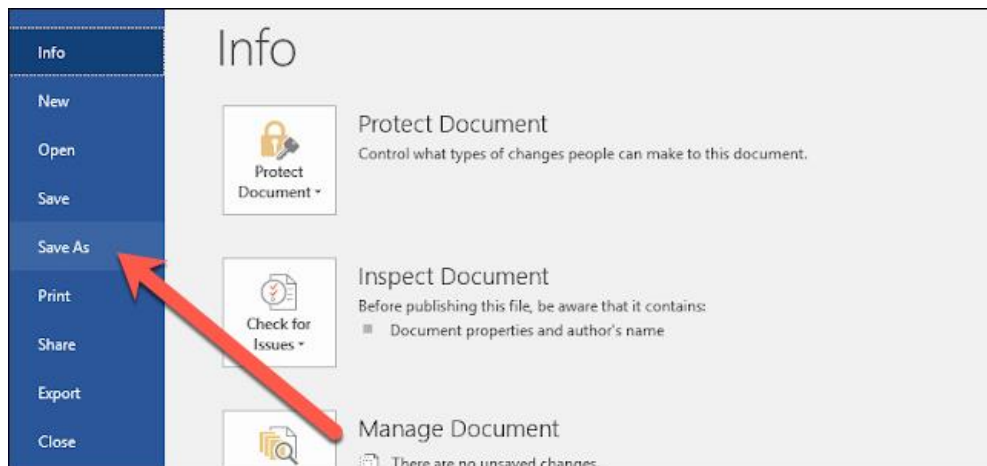
## 2. GUIDELINES

### Converting to pdf

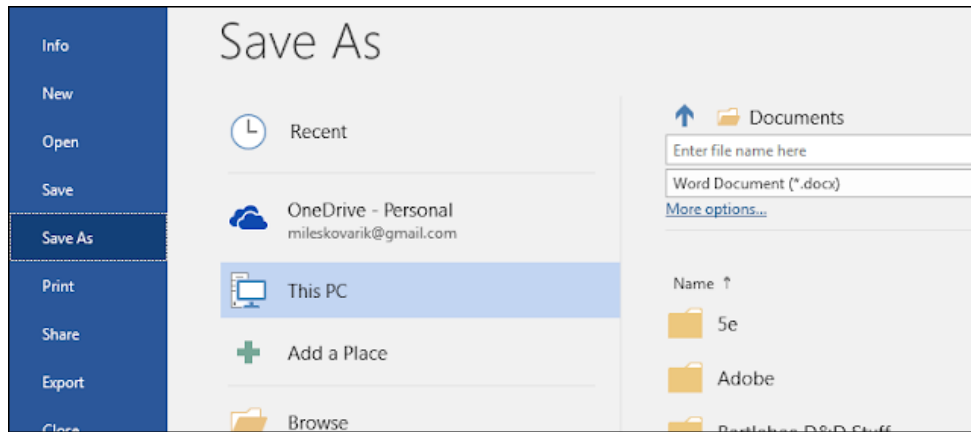
- If you have the desktop version of Microsoft Word, the easiest way to convert your document to PDF is right in Word itself.
- Open the document you want to convert, and then click the “File” tab.



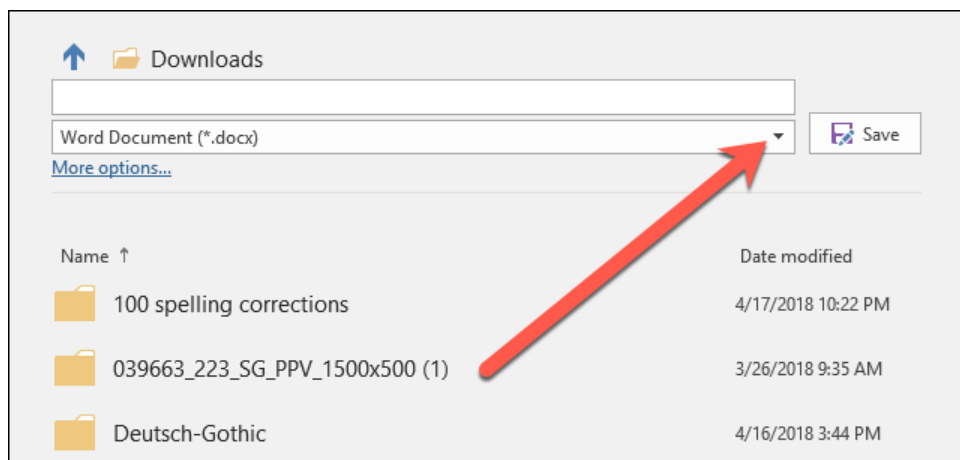
- On the backstage screen, select “Save As” from the list on the left.



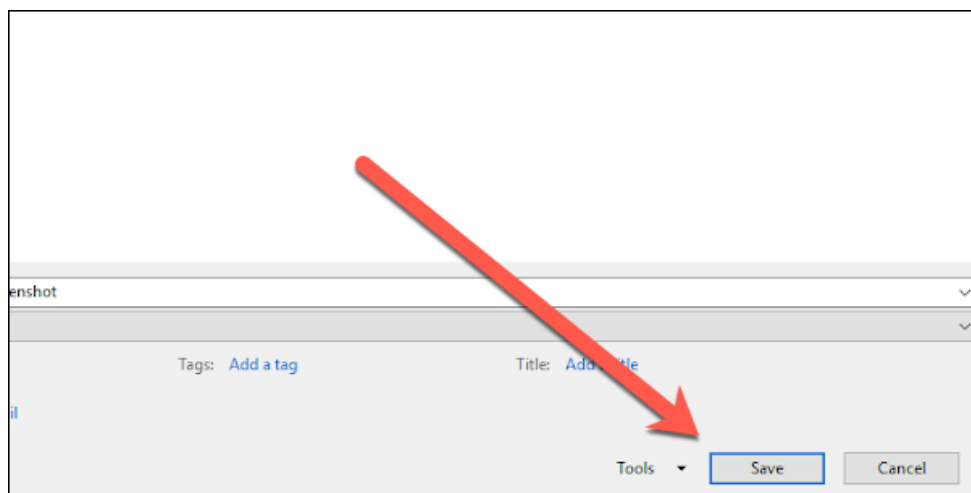
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



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



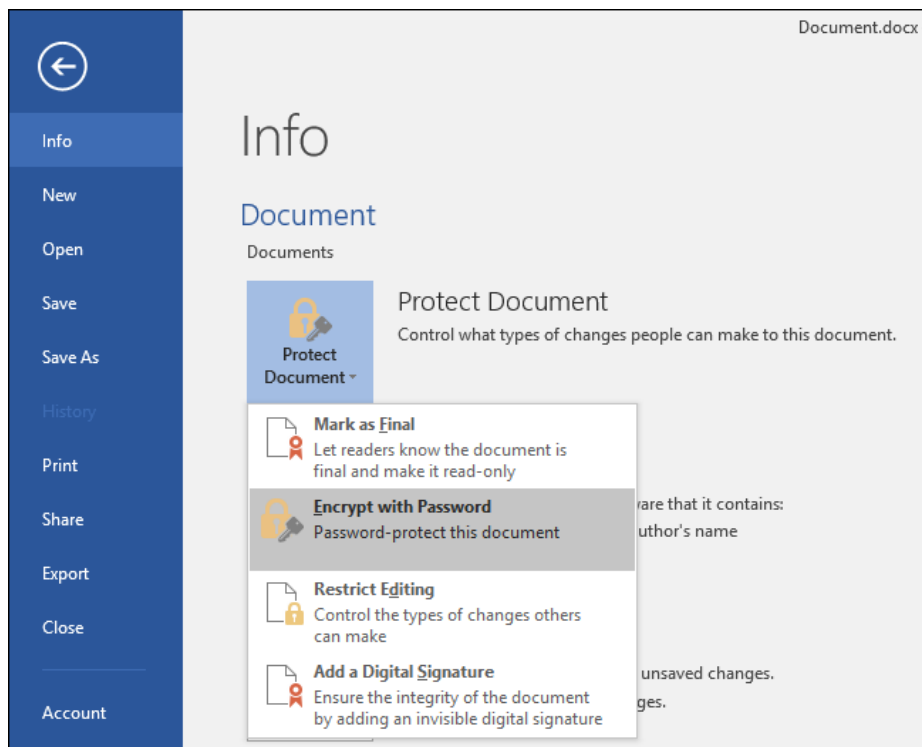
- If you want to, you can change the filename at this time. When you're ready, click the “Save” button.



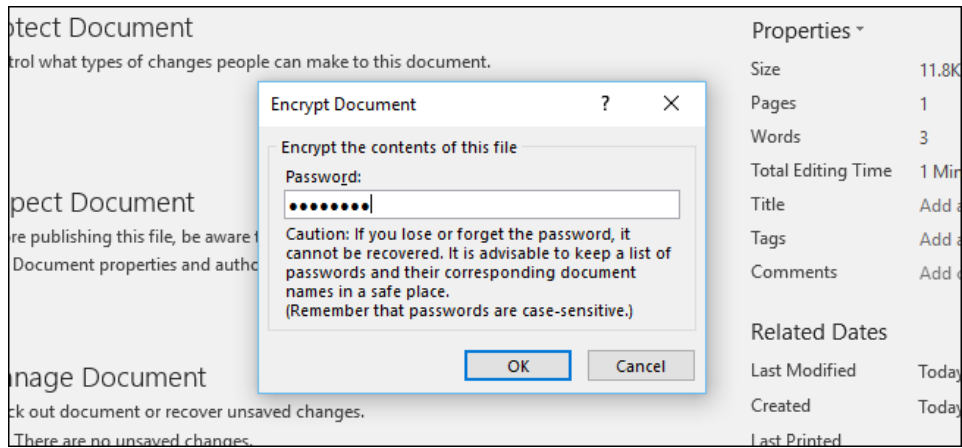
- After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

# Password protecting files

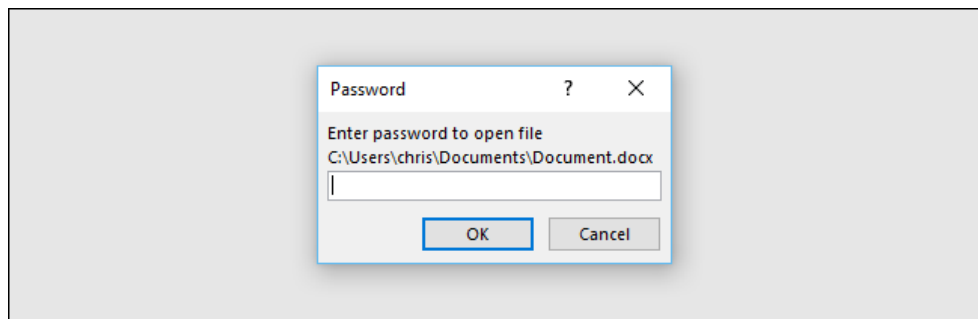
- To password protect an Office document, first open it in Word, Excel, PowerPoint, or Access. Click the “File” menu at the top-left corner of the screen. On the Info pane, click the “Protect Document” button and select “Encrypt with Password.”
- The button is only named “Protect Document” in Microsoft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



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



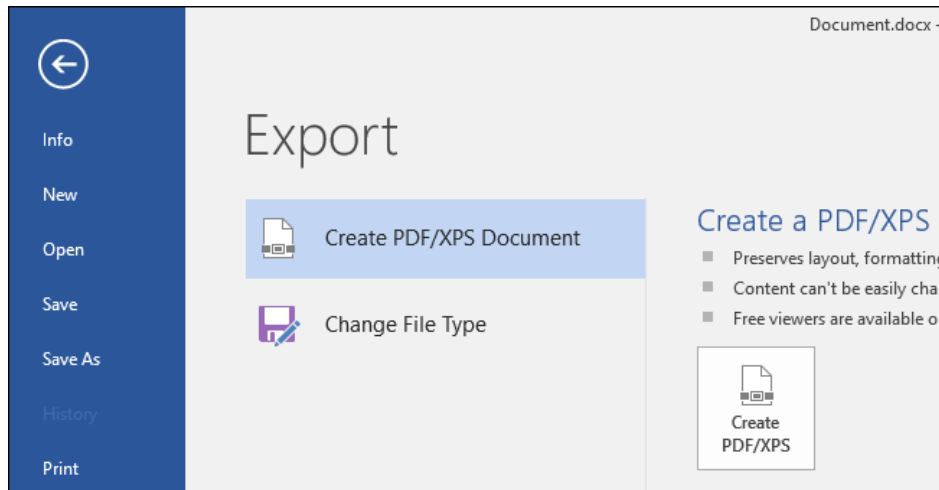
- When a document is encrypted, you'll see the "A password is required to open this document" message on the Info screen. The next time you open the document, you'll see an "Enter password to open file" box. If you don't enter the correct password, you won't be able to view the document at all.



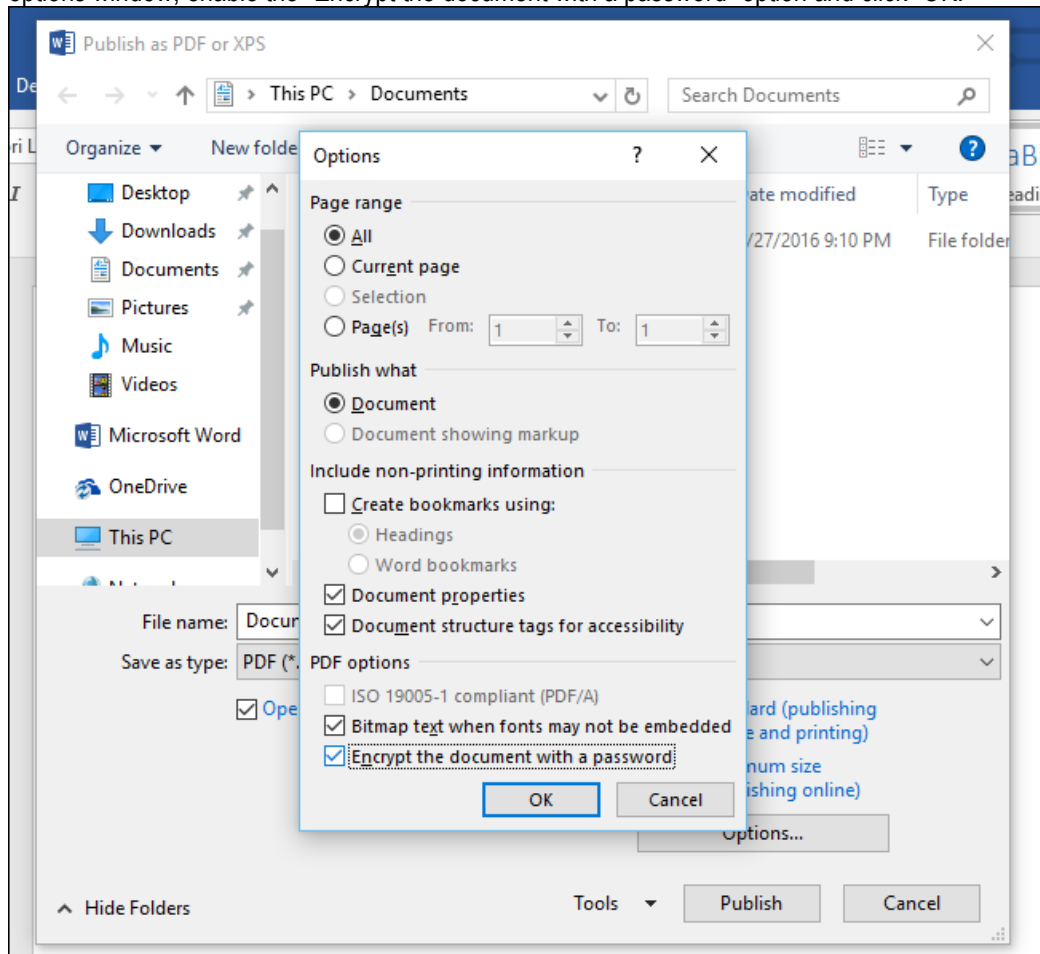
- To remove the password protection from a document, click the "Protect Document" button and select "Encrypt with Password" again. Enter a blank password and click "OK." Office will remove the password from the document.

## How to Create a Password Protected PDF File

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

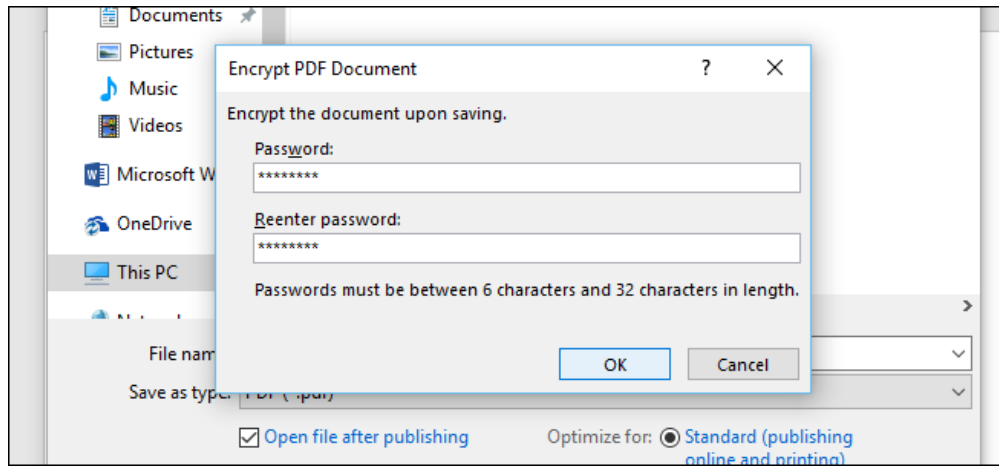


- Click the “Options” button at the bottom of the save dialog window that appears. At the bottom of the options window, enable the “Encrypt the document with a password” option and click “OK.”

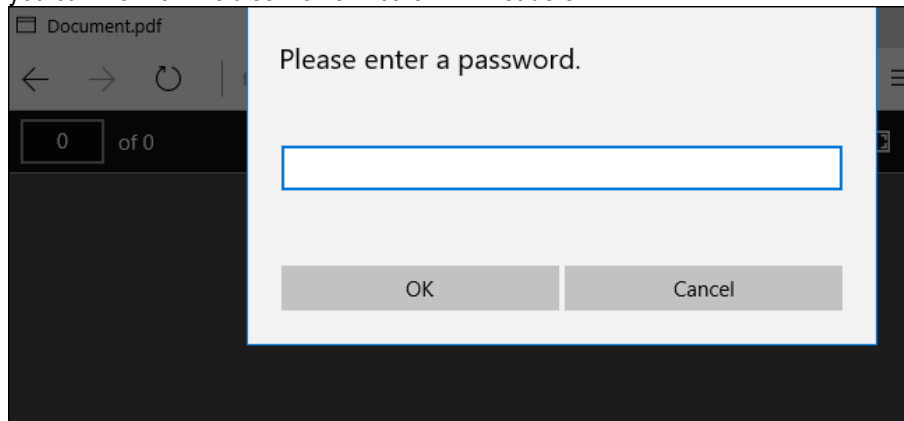


- Enter the password you want to encrypt the PDF file with and then click “OK.”
- When you’re done, enter a name for the PDF file and click the “Publish” button. Office will export the document to a password-protected PDF file.
- **Warning:** You won’t be able to view the PDF file if you forget the password.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





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



## Zipping your files.

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

## Keeping passwords safe.

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