



**iThemba
LABS**

Laboratory for Accelerator
Based Sciences

INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER GASES IN CYLINDERS TO INCLUDE CYLINDER RENTAL (AS AND WHEN REQUIRED) TO Ithemba LABS CAPE TOWN & Ithemba LABS, JOHANNESBURG, FOR A PERIOD OF FIVE (5) YEARS.

Bidder Name:

Bid Number:

NRF/ILABS IOP1/15/2023-24

Closing Date

12 March 2024

Bid Box Address

Tender Box, Main Security Gate, iThemba LABS, Old Faure Road,
Faure

Western Cape, 7131, South Africa GPS coordinates: 34.025°S
18.716°E

Dimensions of tender box opening: 300 mm x 20 mm

Envelope Addressing

On the face of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address mail.

Electronic submissions must be sent to scm1@tlabs.ac.za. Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response. The financial response must be password protected (password must be sent to scm1@tlabs.ac.za). Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email. You can also use the link to submit proposals (<http://filesend.nrf.ac.za/>)

Bidders are to send an email to scm1@tlabs.ac.za post submission with the password to their financial envelope.

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INTRODUCTION

INTRODUCTION TO THE NRF

1. The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The National Research Foundation ("NRF") as the juristic legal entity that will contract with the awarded bidder. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Please visit the NRF website (<https://www.nrf.ac.za>) for more information.

INTRODUCTION TO THE ITHEMBA LABS BUSINESS UNIT

2. iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these facilities provide for:
 - Basic and Applied Nuclear Physics Research using Particle Beams
 - Research Radiation Biophysics
 - The supply of Accelerator-produced Radioactive Isotopes for Nuclear Medicine and Research.
 - The department of iThemba Labs Cape Town is responsible for this Tender.

Please visit the iThemba LABS website (<http://tlabs.ac.za>) for more information.

CONTEXT OF THIS PROCUREMENT NEED

iThemba LABS, as a national facility of the National Research Foundation, seeks to appoint a Service Provider as required by National Treasury Regulations (NTRs) and Public Financial Management Act (PFMA) through an open and competitive process so that it can realise the benefits of the strategic sourcing.

In order to achieve further time and cost efficiency from economies of scale while ensuring outstanding quality of service, iThemba LABS wishes to enter into a 5-year agreement with a reputable service provider to supply and deliver gases in cylinders which includes cylinder rentals charges and bulk gases, for the iThemba LABS Faure Cape Town and iThemba LABS Gauteng, according to the specifications provided in this BID document.

PART A – CONTRACT

DETAILED SPECIFICATIONS

1. The detailed technical specifications are as follows:

iThemba LABS requires that the identified bidder is ISO 9001:2015 compliant and all work performed is done in accordance with the Occupational Health and Safety Act (Act 85 of 1993), with attention given to the safety standards listed in Pressure Equipment Regulations, 2009. The awarded bidder is expected to be the manufacturer or a fully authorized dealer/distributor for any of the manufacturers it proposes. The bidder must provide an organizational chart assigning competent, capable and qualified management operations and services personnel to each iThemba LABS account, in numbers sufficient to provide products and services in a professional, consistent and efficient manner. iThemba LABS reserve the right to ask bidder(s) to replace/substitute any person they determine to be performing inadequately.

It is a must for suppliers offices/place of business to be located within a 60 Km radius of iThemba LABS, proof of such to be provided (e.g. Municipal account). This is to ensure that as and when stock is needed for same delivery it is successfully achieved to ensure continuation of production on site.

The successful bidder(s) to provide dedicated personnel to coordinate customer Service, Safety Training, Billing and Cylinder Tracking issues for all iThemba LABS Locations/Departments. Bidder to identify one (1) individual for each iThemba LABS Account with authority to solve problems and disputes when an issue crosses services area. Detailed information must be provided for all personnel with this responsibility. Bidder shall supervise, direct manage and train its employees, agent and / or representatives, as well as implement and administer its Cylinder Management Program so as not to interfere in any material manner with iThemba LABS operations or activities. All prospective bidders furnishing products or services to iThemba LABS shall be employed by or serve as employee, agent and/or representatives of bidder(s), and such employees, agent, and/or representatives shall be engaged solely by bidder(s) and shall not be deemed as employees, agent and/or representatives acting for, or on behalf of iThemba LABS for any purpose(s) whatsoever.

The identified bidder is required to provide the following services:

- 1.1. **General Gases**
 - 1.1.1. Supply of specified gases as stipulated in the Pricing Schedule.
- 1.2. **Speciality Gases / Research Gases**
 - 1.2.1. Liquid Nitrogen as stipulated in the Pricing Schedule.
- 1.3. **Medical/Hospital Gases**
 - 1.3.1. Supply of Medical Oxygen

2. **Delivery**

A delivery plan by supplier must be fulfilled as requested in the schedule (scope of works). All orders requested during

the duration of the contract must comply with the pre-established schedule as described in table 1, scope of works (section 3).

3. Price Lists and Promotions

Supplier must notify iThemba LABS of any changes in pricing, and will be mutually agreed upon.

4. Emergency Purchases

iThemba LABS retains the authority to procure items covered by this contract from the Supplier in cases of emergency. The Supplier is expected to promptly deliver services or goods within 24 hours of an emergency order, with same-day ordering preferred by iThemba LABS. If an emergency order is placed, the Supplier is required to inform iThemba LABS in writing, within four (4) hours of receiving the order, about the delivery date for the requested Product(s) and the completion of any associated services.

5. Minimum Order

There are no minimum orders or shipment quantities under this Agreement.

6. Warranty

Supplier shall describe all standard and enhanced warranties for all equipment being proposed. Lifetime warranties shall remain in force regardless of whether the resulting agreement is still in place. Supplier should track the product warranty for all products sold to iThemba LABS. Indicate if Loaner products can be made available while iThemba LABS equipment is out for warranty repair.

7. Storage and Transportation

Products to be delivered by Supplier under an Agreement, shall at all times be stored, transported and delivered in accordance with standard industry regulations, including those promulgated by the International Organization for Standardization (ISO), and all other applicable requirements promulgated by municipal and national regulatory bodies.

8. Health and Safety Administration

The contracted supplier shall be solely responsible for the safety and well-being of its employees in accordance with the Occupational Health & Safety Act (OHS Act 85 of 1993) and all amendments while working at the iThemba Labs Business Unit.

Prior to commencement of any work the contracted service provider will need to complete an Indemnity form, the iThemba LABS Contractual Obligations form, and will be required to attend a Contractors Health and Safety and Radiation Safety induction prior to commencement of the contract.

9. Payment Intervals

Only invoices supported by delivery validation documents approved by iThemba Labs and the supplier is accepted. Such invoices will be paid 30 days after receipt of such pack. Invoices shall be submitted to iThemba LABS. Representatives

of iThemba LABS will validate that delivery of goods/works/services has been made and at the required quality and on time. No invoices for outstanding goods or services will be paid.

10. Penalties

iThemba LABS shall apply a monetary penalty based on the contract price and calculated using the current prime interest rate for every day of late delivery of goods or services. (Refer to Clause 22 of the General Conditions of Contract (GCC) of the National Treasury).

1. **The bidder provides as a minimum the following documents for conducting due diligence:**
 - 1.1. Procurement Invitation (SBD 1), signed and completed. (Refer to page 36)
 - 1.2. Proof of registration on CSD (www.csd.gov.za)
 - 1.3. Bidders Disclosure (SBD 4). (Refer to page 40)
 - 1.4. Preference points claim (SBD 6.1). (Refer to page 43)
 - 1.5. A resolution granting authority to sign documents on behalf of the company to the signatory on every document in the tender bid where required.
 - 1.6. Company Profile to include portfolio of Gas Products
 - 1.7. South African Qualifications Certification Committee (SAQCC GAS) Membership Certificate of Person employed by the Company
 - 1.8. Legislative requirements bidders **MUST** adhere to the Occupational Health and Safety Act 85 of 1993 in general with the Pressure Equipment Regulations, 2009 as well as the Hazardous Chemical Substance Regulation being key. (Submit Proof of certification for the following standards) legislative requirements bidders **MUST** adhere to (Proof of certification for the following standards)
 - 1.8.1 National Road Traffic Act 93 of 1996 – Membership to RTMS in compliance to SANS1395.
 - 1.8.2 Identifying and Labelling of Dangerous Goods – SANS10228
 - 1.8.3 Transportation of Dangerous Goods – Operational Requirements for road vehicles – SANS10231
 - 1.8.4 Emergency Information System – SANS10232
 - 1.8.5 Global Harmonised System of Classification and labelling of chemicals – SANS10234
 - 1.8.6 Membership to the South African Compressed Gas Association (Governing Body)
 - 1.8.7 Accredited Technicians through the South African Compressed Gas Association.
 - 1.8.8 Transportable metal containers for compressed gas – Basic design, manufacture, use and maintenance – SANS10019
 - 1.8.9 Gas cylinder test stations – General requirements for periodic inspection and testing of transportable refillable gas pressure receptacles – SANS1825
 - 1.8.10 Certified ISO9001 – Quality
 - 1.8.11 Certified ISO45001 – Safety
 - 1.8.12 Certified ISO14001 - Environment

- 1.9 Service provider must also complete iThemba LABS 37.2 Agreement and all personnel entering into facility must have completed online induction training.
- 1.10 The bidder must be an authorised distributor / agent of the gases that is required. Signed and dated letter from the manufacturer must be submitted as proof. Where the bidder is not an original manufacturer to produce proof of distribution.
- 1.11 Minimum of three (3) years' experience relevant in supplying of gases. Written reference letters where similar service has been rendered to be submitted. The written reference letters must be on the bidder's client's letterhead indicating similar service completed within the last sixty (60) months. [Bidders may utilise the template on page 48]
- 1.12 Attach a safety plan specific to the scope of work, showing understanding of the work, organogram of the safety team and accredited certificates

If the full set of documents is not provided, the Bidder will be disqualified. The Bidder must number all the documents submitted as a control over documents submitted.

CONTRACT PERIOD

As and When Required for a Period of five (5) years.

SPECIAL CONDITIONS OF CONTRACT

(Special conditions amending specific clauses of the general conditions of contract reference the specific clause in the title).

Performance Verification

The iThemba LABS will monitor the performance of this contract with reference to the required requirements and any other element specified in this contract: iThemba LABS project manager will verify the results against the scope of works.

Contract Due Diligence during the contract period (New Clause – Does not substitute any GCC Clause)

iThemba LABS has the right to conduct supply chain due diligence including site visits and inspections at any given time during the contract period.

Communication (General Condition of Contract Clause No: 31)

The supplier communicates in writing through regular mail, physical delivery, or email. The supplier states the contract number and purchase order number on communication documentation. The supplier does not act upon any communication without the contract number or must verify such communication with the iThemba LABS project manager prior to acting upon it.

Performance Security (General Condition of Contract Clause No: 7)

An acceptable financial performance bond is required where iThemba LABS pays an upfront deposit in excess of R 1 million to the same value as any such upfront deposit.

Packing (General Condition of Contract Clause No: 9)

Components (where applicable) must be packaged such that they prevent damage during transportation and storage.

Transportation (General Conditions of contract Clause No 12)

Products to be delivered by the supplier, shall at all times be transported and delivered in accordance with standard industry regulations, including those promulgated by the International Organization for Standardization (ISO), and all other applicable requirements promulgated by municipal and national regulatory bodies.

Payment (General Condition of Contract Clause No: 16)

Payment terms are within 30 days of receipt of an invoice issued following successful rendering of services. Invoices are to be accompanied by signed iThemba LABS delivery validation documents including proof of performance stating acceptance of quantity, acceptance to specification, and unit pricing in agreement with the contract and any purchase orders issued in terms of the contract

It is in the interests of the supplier to adhere to these to receive prompt payment. Any losses incurred through exchange rate variations or interest charged on late payment will be charged to the supplier where these costs arose from non-adherence to the above.

Prices (General Condition of Contract Clause No: 17)

The price schedule for the items delivered under the contract shall not vary from the prices quoted by the supplier in his bid with iThemba LABS with the exception of any price adjustments authorized in this section.

1	<u>Exceptions:</u> Exceptions to the clause are incidental services, changes in Value Added Tax as gazetted, exchange rates and spare parts.
2	<u>Price Adjustment Rules:</u> Price adjustments and their corresponding rules for the managing of price risks on the basis of the iThemba LABS and the appointed bidder sharing the risk equally. <u>Replacement components</u> –iThemba LABS will consider price variations at the anniversary of the contract. The contract bidder provides detail reasons for price variations substantiated by evidence such as manufacturer's increase letters, verifiable consumer price variations. iThemba LABS enters in negotiation on the submitted price variations. iThemba LABS reserves the right to obtain three price quotes from the market to verify the submitted price variations are within such identified market price ranges.
	<u>Additional Related Service</u> – iThemba LABS may require, as determined by future operational requirements, additional related services. iThemba LABS, in such event, will notify the appointed bidder of such requirements. The appointed bidder provides revised pricing detailing reasons for price variations substantiated by evidence such as country's inflation rates, technology refresh rate impacts, verifiable consumer price variations, and verified movement in exchange rates. iThemba LABS enters in negotiation on the submitted price quotation and variation reasons. iThemba LABS reserves the right to obtain three price quotes from the market to verify the submitted pricing are within such identified market price ranges.

	<p><u>Exchange prices</u> – Where the supplied requirements are from overseas, the appointed bidder will state the portion and currency payable overseas separating local costs. iThemba LABS will only consider exchange rate variations on the identified foreign price component. The rate variation is the difference between the current exchange rate and the exchange rate ruling at the date of signing the SBD 7.1. Exchange rates are obtained from ABSA or for the www.xe.com website. iThemba LABS will verify the submitted exchange rate variation and enter into negotiation with the appointed bidder on the agreed variation.</p>	
3.	<p><u>Ceiling Price Calculation for price competition:</u> iThemba LABS provides bidding estimates of quantities to allow for the calculation of a bidding price for the contract that allows an equal comparison basis equitable to all bidders for award selection.</p>	
4.	<p><u>Commitment to Appointed Services Provider:</u> iThemba LABS, through the signed contract, guarantees its procurement of the equipment and service from the appointed party only where the appointed party meets or exceeds the contractual performance levels.</p>	
5.	<p><u>Contract Price Management in terms of the Contract:</u> iThemba LABS issues written purchase orders authorising the work as required in this contract as addendums to the contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with this contract. iThemba LABS, when issuing the written purchase order, guarantees that the funding is available for the value of that purchase order.</p>	
7.	<p><u>Contract Price:</u> The cumulative value of all purchase orders issued and paid for is the total value of this signed contract at its expiry/completion date.</p>	
<p style="text-align: center;">PERFORMANCE LEVEL</p> <p>If the appointed bidder fails to meet any performance level:</p> <ul style="list-style-type: none">a) Both iThemba LABS and the appointed bidder shall jointly investigate and report on the root causes of the performance level failure;b) The bidder must promptly correct the failure and begin meeting the set performance levels;c) The bidder must advise iThemba LABS as to the extent requested by iThemba LABS of the status of remedial efforts being undertaken with respect to such performance level failure; andd) Take preventive measures to prevent the recurrence of the performance level failure.		
<p style="text-align: center;">STATEMENT OF PERFORMANCE LEVELS</p>		
<p>Performance being Measured</p>	<p>Measurement Methodology</p>	<p>Penalty and</p>

		Trigger Level
Delivery of the specified services	Both iThemba LABS and service provider to jointly check and confirm specifications are met	GCC21 and GCC22
Timeous delivery	As per delivery schedule of shipment	Penalties in GCC 22 in the general condition of contract clause section

EVALUATION PROCESS

A multiple stage process, with sub-stages when required, is followed:

Administrative stage (One): (CSD registered/SBD's/Returnable document list/datasheet) Compliance with administrative and evaluation requirements as stated in Part A. All bidders that fail to meet these requirements are disqualified from further evaluation.

Technical stage (Two): Compliant bidders will be evaluated based on the technical compliance in Part A. This stage may consist of multiple sub-stages as set out in Part A. All bidders that fail to meet the technical minimum are disqualified from further evaluation.

Scoring stage (Three): Points are scored on the basis of Price as indicated on SBD 6.1 in accordance with the PPPFA.

ATTENTION – FRAUD ALERT!!!!!!!

It is common for scammers to call potential service providers pretending to be NRF's employees and offering to swing tenders their way for a fee. DO NOT FALL FOR IT, IT IS A SCAM!

The NRF and its employees never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.

RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

<u>Returnable Documents</u>	Specification			
(M – Mandatory); (O – Optional)	Submitted	Bid Section Reference	Reference to Bidder’s document	
<u>Bidder Legislative Due Diligence Eligibility</u>				
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pages 36	
Bidder’s Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 40	

Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit.	O	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 43	
Central Supplier Database Report (CSD) – Submit Proof	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
Resolution by the Bidder authorizing signatory. If the documents are completed and signed by the Director/Owner/Partner, the resolution is not needed, but if the documents are completed and signed by any other person, then the resolution is required - as per mandatory requirement.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
<u>Bidder Support Due Diligence Eligibility</u>				
Company Profile to include Portfolio of Gas Products <ul style="list-style-type: none"> Company years in operation of minimum of three (3) years' in supplying gases. 	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
Submit a minimum of three (3) written reference letters where similar service has been rendered. The written reference letters must be on the bidder's client's letterhead indicating similar service completed within the last sixty (60) months.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
High level execution plan (delivery plan)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
South African Qualifications Certification Committee (SAQCC GAS) Membership Certificate of Person employed by the Company	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 8	
Attach a safety plan specific to the scope of work, showing understanding of the work, organogram of the safety team and accredited certificates	M	Yes <input type="checkbox"/> No	Page 8	
Submit proof of compliance with Occupational Health and safety Act, no. 85 of 1993 and Pressure Equipment Regulations, GNR. 734 of 15/07/2009.	M	Yes <input type="checkbox"/> No	Page 8	
It is a requirement for Offices/Place of business to be located within a 60 Km radius of iThemba LABS,		Yes <input type="checkbox"/> No	Page 5	

proof of such to be provided (e.g. Municipal account). This is to ensure that as and when stock is needed for emergencies it is successfully achieved to ensure the continuation of production on site.	M			
<p>Submit proof that bidder has a valid accreditation on the following SANS Standards and industry bodies:</p> <ul style="list-style-type: none"> • Membership to RTMS in compliance to SANS1395 • Identifying and Labelling of Dangerous Goods – SANS10228 • Transportation of Dangerous Goods – Operational requirements for road vehicles – SANS10231 • Emergency Information System – SANS10232 • Warehousing of Dangerous Goods – SANS10232 • Global Harmonised System of Classification and labelling of chemicals – SANS10234 • Membership to the South African Gas Association (Governing Body) • Accredited Technicians through the South African Compressed Gas Association • Transportable metal containers for compressed gas – Basic design, manufacture, use and maintenance – SANS10019. • Gas cylinder test stations – General requirements for periodic inspection and testing of transportable refillable gas pressure receptacles – SANS1825 • Certified ISO9001 – Quality • Certified ISO45001 – Safety • Certified ISO14001 - Environment 	M	Yes <input type="checkbox"/> No	Page 8	
Pricing Competition Documents				
(M – Mandatory); (O – Optional)	Submitted		Bid Section Reference	Reference to Bidder's document
Pricing (SBD 3.2) in the format provided in this document (separate envelope)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 31	

BIDDER NEEDS TO KNOW

ACKNOWLEDGEMENT OF READING EACH PAGE

The bidder warrants by signature in this document that the bidder has read and accepts each page in this document including any annexures attached to this document.

CENTRAL SUPPLIER DATABASE REGISTRATION

The NRF requests bidder(s) 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.

CLARIFICATION

If the respondent wishes to clarify aspects of this request or the acquisition process, they write to the contact officials listed under the enquiries section above. The National Research Foundation distributes the response to a clarification request to all respondents that have communicated their intention to bid (i.e. briefing session attendance register) within 2 working days of receipt of the query. The National Research Foundation does not provide the origin of the request to any party.

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.

COUNTER PROPOSALS

No counter proposals are accepted as this is a request for quotation of supplies.

TWO ENVELOPE SYSTEM

The NRF, in the interests of transparent procurement, utilises the two-envelope system to minimise any form of price bias in the technical selection phase.

- a) All responses must be submitted in two sealed envelopes/boxes/email; the first envelop/box shall have the technical, and the second envelop/box shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box/email.
- b) Bidders are required to package their response/Bid as follows:
 - **Envelope 1-part A:** **Bid Forms and Compliance Response**
 - **Envelope 1-part B:** **Technical Response (response to scope of work)**
 - **Envelope 2** **:** **Financial Proposal and Bid Submission Form**

COLLUSION, FRAUD AND CORRUPTION
Any effort by Bidder to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
FRONTING
<p>The NRF supports the spirit of broad based black economic empowerment and recognizes that achieving real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. 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. 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.</p>
DISCLAIMERS
<p>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.</p>
GENERAL DEFINITIONS

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

“Bid” means a written offer in a prescribed or stipulated form in response to an invitation by the National Research Foundation for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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

“EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“Market Price” means tests to verify the offered prices are market related to the NRF in allowing the bidder to complete the work without risk of performance failure to the NRF and that the price provides the sustainability to the bidder.

“Functionality” means the ability of a bidder to provide goods or services in accordance with specifications including

quality that deliver the set levels of performance functionality as set out in the bid documents.

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

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

Checking Tax Compliance

iThemba LABS verifies tax status as set out in the SBD 1 through the CSD and, for non-resident respondents, obtains

the Confirmation of Tax Obligations letter from the South Africa Revenue Services after submitting their SBD 1 tax questionnaire to South Africa Revenue Services.

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.

Cancellation of the Bid prior to Award

The NRF cancels the Bid Invitation prior to making an award where

- a. Due to changed circumstances there is no need for the specified procurement in the document, or
- b. No bids meet the minimum required specification, or
- c. A material irregularity occurred in the bid process, or
- d. Where the price is too low/high in comparison to the pre-bid defined market price range with no bidder prepared to negotiate the price into the determined market price range.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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 that requires the addition of Special Conditions in the Special Condition of Contract Section in above in Part A.

GCC1	Definitions - The following terms shall be interpreted as indicated:
1.1	"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
1.2	"Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	"Countervailing duties" imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
1.7	"Day" means calendar day.
1.8	"Delivery" means delivery in compliance of the conditions of the contract or order.
1.9	"Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10	"Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	" Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" mean the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
GENERAL CONDITIONS OF CONTRACT	
1.17	"Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site" , where applicable, means the place indicated in bidding documents.
1.21	"Purchaser" means the organization purchasing the goods.
1.22	"Republic" means the Republic of South Africa.
1.23	"SCC" means the Special Conditions of Contract.
1.24	"Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application

2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract laid down to, cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC3	General
3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC5	Use of contract documents and information
5.1	The supplier shall not disclose, without the purchaser's prior written consent, the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not make, without the purchaser's prior written consent, use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
SCC5A	Copyright and Intellectual Property <p>Intellectual property are creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the</p>

	<p>patent owner with the right to decide how - or whether - the invention can be used by others).</p> <p>Background intellectual property is the intellectual property pertaining to this contract, created, and owned by any of the appointed parties to this contract prior to the effective date of this contract.</p> <p>Contract intellectual property is the intellectual property created by the parties to this contract for and in the execution of the contract.</p>
GENERAL CONDITIONS OF CONTRACT	
	<p>All background intellectual property (existing prior to this contract) invests in and remains the sole property of the appointed parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.</p> <p>The appointed supplier grants the purchaser a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the purchaser to obtain the full benefit of the appointed deliverables for this contract.</p> <p>The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the purchaser unless where agreed in writing to a different allocation of the ownership of the contract intellectual property as set out in the below special condition (SCC 5B).</p> <p>Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The supplier agrees to assist the purchaser in obtaining statutory protection for the contract intellectual property at the expense of purchaser wherever the purchaser may choose to obtain such statutory protection.</p> <p>The supplier shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the purchaser or as the purchaser may direct, and to support the purchaser or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The supplier irrevocably appoints the purchaser to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the purchaser in its discretion requires in order to give effect to the terms of this clause.</p>
SCC5B	<p>Confidentiality</p> <p>Each party shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during the consistency of the Contract and after termination of the Contract. Without the prior consent of the other party, each party will keep confidential and will not:</p> <ol style="list-style-type: none"> Disclose the confidential information, directly or indirectly, to any person or entity, Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.

	<p>The parties shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information abide by the undertakings in this clause both during the term of their associations with the parties and after termination of their respective associations with the parties, not to</p> <ol style="list-style-type: none"> Disclose the confidential information to any third party, or Use the confidential information otherwise than as may be strictly necessary for the execution of the contract, The parties shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party. <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ol style="list-style-type: none"> Was independently developed or in the possession of the recipient of the confidential information prior to its involvement with the other party. Is now or hereafter comes into the public domain other than by breach of this contract by any of the parties. Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the other party, or Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the other party of such requirement prior to any disclosure. <p>Each party shall within one (1) month of receipt of a written request from the other party to do so, return to the party all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:</p> <ol style="list-style-type: none"> All written disclosures All written transcripts of confidential information disclosed; and All material embodiments of the contract intellectual property. <p>The parties acknowledges that the confidential information was made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made, but for the obligations of confidentiality agreed to herein.</p> <p>Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licenses or relationships by furnishing of confidential information by either party pursuant to this contract.</p>
GENERAL CONDITIONS OF CONTRACT	
	<p>The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the purchaser. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the purchaser is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.</p>

SCC5C	<p>Protection of Personal Information</p> <p>The supplier hereby gives the purchaser permission, in terms of the Protection of Personal Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the supplier gives its voluntary explicit consent to the terms of this special condition.</p>
GCC6	<p>Patent rights</p>
6.1	<p>The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
GCC7	<p>Performance security</p>
7.1	<p>Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p>
7.2	<p>The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p>
7.3	<p>The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p style="padding-left: 40px;">7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p style="padding-left: 40px;">7.3.2 a cashier's or certified cheque.</p>
7.4	<p>The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
SCC7	<p>The additional terms for performance securities as detailed in SPECIAL CONDITIONS OF CONTRACT on page 10-12 are applicable.</p>
GCC8	<p>Inspections, tests and analyses</p>
8.1	<p>All pre-bidding testing will be for the account of the bidder.</p>
8.2	<p>If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p>
8.3	<p>If there are no inspection requirements indicated in the bidding documents and contract makes no mention, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p>
8.4	<p>If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p>
8.5	<p>Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.</p>

8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GENERAL CONDITIONS OF CONTRACT	
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
SCC9	Additional packing requirements as detailed in SPECIAL CONDITIONS OF CONTRACT on page 10-12 are applicable.
GCC10	Delivery and Documentation
10.1	The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier.
10.2	Documents submitted by the supplier specified in SCC.
GCC11	Insurance
11.1	The goods supplied under the contract are fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
SCC12.2	Refer to the additional SCC transportation requirements as detailed in SCC on page 11.
GCC13	Incidental services

13.1	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4 Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</p> <p>13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p>
13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
GCC14	Spare parts
14.1	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2 In the event of termination of production of the spare parts:</p> <p style="padding-left: 40px;">14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p style="padding-left: 40px;">14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC15	Warranty
GENERAL CONDITIONS OF CONTRACT	
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.

SCC15	The additional warranty requirements as detailed in SPECIAL CONDITIONS OF CONTRACT on page 11 are applicable.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
SCC16	Additional payment terms as detailed in SPECIAL CONDITIONS OF CONTRACT on page 11 are applicable.
GCC17	Prices
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
GCC18	Contract amendment
18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
GCC19	Assignment
19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
GCC20	Subcontract
20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
GCC21	Delays in supplier's performance
21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
21.2	If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its

	delivery obligations shall render the supplier liable
GENERAL CONDITIONS OF CONTRACT	
	to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
GCC22	Penalties
22.1	Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
GCC23	Termination for default
23.1	<p>The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <p>23.1.1 If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>23.1.2 If the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. h</p>
23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5	Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
23.6	<p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1 The name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2 The date of commencement of the restriction</p> <p>23.6.3 The period of restriction; and</p> <p>23.6.4 The reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
SCC23	The additional terms of termination as detailed in SPECIAL CONDITIONS OF CONTRACT on page 10 are applicable.
GENERAL CONDITIONS OF CONTRACT	
GCC24	Anti-dumping and countervailing duties and rights
24.1	<p>When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered,</p> <p>or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2	<p>If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event</p>
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	<p>Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1 The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2 The purchaser shall pay the supplier any monies due the supplier.</p>
SCC27	The appointment of a mediator and the procedure shall be agreed between the parties. Regardless of the outcome of a mediation the parties shall bear their own costs concerning the mediation and equally share the costs of the mediator and related expenses.
GCC28	Limitation of liability
28.1	<p>Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1 The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>28.1.2 The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise

	specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice
GENERAL CONDITIONS OF CONTRACT	
SCC31	Electronic communication, to the extent it meets the requirements of legal notices, is also permitted.
GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
SCC32A	The "tax certificate" in clause 32.3's second sentence refers to the documents specified in National Treasury Instruction Note 9 of 2017/18 applicable to public entities and departments.
GCC33	National Industrial Participation Programme
33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC34	Prohibition of restrictive practices
34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3	If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

PART B - PRICING

<p style="text-align: center;">Submit pricing in separate envelope (stand-alone)</p> <p style="text-align: center;">PRICING INSTRUCTIONS</p>	
1.	<p><u>Pricing Schedule</u> is for the Duration of the Contract. The NRF accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract. Where the contract allows for adjusting prices for external factors, the NRF only accepts price adjustments where these are the result of documented external factors as permitted in the conditions of this contract. The NRF requires open disclosure of the workings for each price change that is permitted in this contract including the use of an independent public index available to all determining the percentage change being applied and, where stated in the contract, the NRF's appointed agent verifies the quantum and accuracy. The Cost Price Adjustment is calculated as set out in the Cost Price Adjustment Schedule section in this document.</p>
2.	<p><u>Application of Preference Points:</u> Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form.</p>
3.	<p><u>Ceiling Price Calculation:</u> The ceiling price is the price on the Form of Offer and Acceptance as amended by the conditions within this contract.</p>
4.	<p><u>Commitment to Contracted Service Provider:</u> The NRF does not provide guarantees or commitments that it will order this entire amount during the contract's life. The NRF, through the signed contract, guarantees its procurement of the specified goods and/or services from the contracted party only.</p>
5.	<p><u>Commitment of funding to the Contract:</u> The NRF, when issuing the written purchase order under the contract, guarantees that the funding is available for the value of that purchase order.</p>
6.	<p><u>Placement of written purchase orders for actual quantities ordered:</u> The NRF manages the execution of this contract through the issue of written purchase orders – stipulating quantity, description, delivery date, and the unit price as set out in this contract - for the contracted supplies.</p>
7.	<p><u>Price Quotation Basis:</u> Price quoted is fully inclusive of all costs to deliver the services and/or goods to the specified NRF price delivery point and includes value-added tax, income tax, unemployment insurance fund contributions, and skills development levies in terms of General Conditions of contract clauses 12, 32.1, and 32.2.</p>
8.	<p><u>Price Delivery Point:</u></p> <p>In cases where different delivery points influence the pricing, the bidder submits a separate pricing schedule for each delivery point.</p>

9.	Submit pricing in separate envelope (stand-alone)
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**Pricing Schedule for the Duration of the Contract (Standard Bidding Document
SBD 3.2 (Non-Firm Prices)**

N.B. - To specify unit price per cylinder and to include size of cylinder.

- Pricing for 1st year only, for bidding purposes. (All applicable taxes to be Included).

BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)

Description of Works/Goods/Services	Cyl Size (kg)	Grade	Purity	Mix Gasses		Bid/Quote Size	Unit Price	Bid/Quote Price
Normal Delivery Charge	N/A	N/A	N/A					
Emergency Delivery Charge	N/A	N/A	N/A					
Administration Charge	N/A	N/A	N/A					
Oxygen	11 - 17kg	Technical	99,5%					
Nitrogen	11 - 17 Kg	Technical	99,5%					
Hydrogen	11 - 17 Kg	Technical	99,5%					
Dissolved Acetylene	11 - 17 Kg	Technical	98%					
Carbon dioxide	11 - 17 Kg	Technical	99%					
Argon	5.0 - 17 Kg	Technical	99,9%					
Helium	5.0 - 17 Kg	5.0	99,999%					
Helium BIP GC	5.0 - 17 Kg	6.0	99,9999%					
Acetylene Inst/HP	11 - 17 Kg	D/A	D/A					
Air	11.6 - 15 Kg	5.0	99.999%					
Air Medical	11.6 - 15 Kg	N/A	N/A					
Argon	10 - 17 Kg	5.0	99,999%					

Argon	2.20 Kg (F-Size)	5.0	99,999%					
Nitrogen	2.20 Kg (F-Size)	5.0	99,999%					
Helium	2.20 Kg (F-Size)	5.0	99,999%					
Carbon Dioxide Medical	31.3 - 40 Kg	N/A	99.5%					
Carbon Dioxide	31.3 - 40 Kg	5.0	99,999%					
Carbon Dioxide Laser	31.3 - 40 Kg	Laser	99.95%					
Carbon Monoxide CP	31.3 - 40 Kg	5.0	99,999%					
Hydrogen	11 - 17 Kg	5.0	99,999%					
Hytec 5	11 - 17 Kg	Mix	Mix	Hydrogen 5%	Argon 95%			
Nitrogen Minitank	139kg	HP	Liquid					
Nitrogen Minitank	139kg	LP	Liquid					
Oxygen Medical	10L	N/A	99.0%					
Oxygen Laser Grade	11 - 17 Kg	Cutting	99,95%					
Hytec 35	Mix	Mix	Mix	Hydrogen 35%	Argon 65%			
P10	Mix	Mix	Mix	Methane 10%	Argon 90%			
Argon Mix	Mix	Mix	Mix	10% Carbon Dioxide	90% Argon			
Argon BIP	10 - 17 Kg	6.0	99,9999%					
Nitrogen BIP	10 - 17 Kg	6.0	99,9999%					
LPG (48 Kg)	48 Kg	Handigas	Handigas					

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

[illegible]

PART C - RETURNS

INVITATION TO BID (SBD 1)	
Bid Number	NRF/ILABS IOP1/ 015/2023-24
Closing date and time	12 March 2024
iThemba LABS recognises the date and time as recorded on its systems for closure purposes	
HIGH LEVEL SUMMARY OF BID REQUIREMENTS	
<p>The iThemba Laboratory for Accelerator-Based Sciences (iThemba LABS) is National Facility of the National Research Foundation (NRF) which specializes in atomic particle acceleration based in Faure, Western Cape and Johannesburg Gauteng.</p> <p>The purpose of this RFP is to invite proposals for the appointment of panel of service providers to render freight forwarding and customs clearance services at iThemba LABS over a period of five (5) years.</p>	
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7.1).	
Bid response documents are deposited in the tender box situated physically at:2	
<p><u>Physical address:</u> iThemba LABS, Main Security Gate, Old Faure Road, Faure, 7131</p> <p><u>Tender box opening hours</u> 08:00 am till 16:30 pm</p> <p><u>GPS Coordinates</u> Latitude: 34°1'56" S Longitude: 18°43'64" E</p> <p><u>Dimensions of tender box opening</u> 300 mm x 20 mm</p>	<p><u>Addressed as follows:</u> iThemba LABS Cape Town Main Security Gate Old Faure Road Faure Western Cape 7131</p>
Number of ORIGINAL bid documents for contract signing	2
<p>Bidders must submit the above sets of original bid documents (including the bidder's response to the specification and the bidder's pricing) in hard copy format (paper document) to iThemba LABS. This serves as the original master set for the legal contract document between the bidder and iThemba LABS. The master set remains at iThemba LABS and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents. The signed legal contract constitutes the closure of the competitive bid/tender/request for quotation process and sets out each party's obligations for executing the contract.</p>	

Number of EVALUATION copies (Mark pages as "Evaluation Copy" and number all pages sequentially):		Electronic submissions must be sent to scm1@tlabs.ac.za . Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response. The financial response must be password protected. Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email. You can also use the link to submit proposals (http://filesend.nrf.ac.za/) Bidders are to send an email to scm1@tlabs.ac.za post submission with the password to their financial envelope.	
TWO ENVELOPE SYSTEM		YES	
PRICE VALIDITY PERIOD FROM DATE OF CLOSURE		150 days	
Bidding procedure enquiries are directed in writing to:		Technical information queries are directed in writing to:	
Section	Supply Chain Management	Section	Business Administration and Finance
Contact person	Ms L Benjamin / Ms L Gordon	Contact person	Project Manager: Mr. Isaac Antonie
E-mail address	scm1@tlabs.ac.za	E-mail address	Scm1@tlabs.ac.za
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 Status	Tax Compliance System PIN		Central Supplier Database No. MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <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 – also refer to the SBD 6.1]			
Are you the accredited representative in South Africa for the goods /services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]
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
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 registered as per 2.3 below.			
BID SUBMISSION			

1	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
2	All bids must be submitted on the officially provided forms or in the manner prescribed in the bid document and not retyped
3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000, the General Conditions of Contract (GCC) with its special conditions of contract, and if applicable, any other legislative requirements.
4	The successful bidder will be required to fill in and sign a written contract form (SBD 7.1).
TAX COMPLIANCE REQUIREMENTS	
1.	Bidder must ensure compliance with their tax obligations.
2.	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of the state to verify the taxpayer's profile and tax status.
3.	Application for tax compliance status (TCS) pin may be made via e-Filing through the SARS website www.sars.gov.za
4.	Bidders may also submit a printed TCS certificate together with the bid.
5.	In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate TCS certificate/ PIN/CSD number.
6.	Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
7.	No bids will be considered from persons employed by the state, companies with directors/close corporations connected with the bidder employed by the state.

BIDDER'S DISCLOSURE SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:
.....
.....

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

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the

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

bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

STANDARD BIDDING DOCUMENT (SBD) 6

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

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

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

1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

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

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

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

- (a) Price; and
- (b) Specific Goals

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

The maximum points for this bid are allocated as follows:	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{mi} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\text{or} \quad \begin{matrix} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{matrix}$$

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

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{max}	=	Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

Please submit BBBEE certificate or sworn affidavit to claim points for specific goals.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:.....

4.5. TYPE OF COMPANY/ FIRM

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

Y State Owned Company [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REFERENCE LETTER FORMAT FOR BIDDER

Referee Legal Name:

Company:

Bid Number:

NRF/ILABS IOP1/ 15/2023-24

Bid Description: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER GASES IN CYLINDERS TO INCLUDE CYLINDER RENTAL (AS AND WHEN REQUIRED) TO Ithemba Labs Cape Town, for a period of five (5) years.

Describe the service/work the above bidder provided to you below

Criteria/Risks

**Below
requirements**

**Meets
requirements**

**Exceeds
requirements**

Quality of rendered services as
measured against your service level

Satisfied with work done

Overall Impression

Other comments

Approximate value of contract

Would you use the provider again?

☐ YES ☐ NO

Completed by:

Signature:

Company Name:

Contact Telephone Number:	
Date:	

BID SIGNATURE (SBD 1)	
<p>I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this Invitation, cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk. 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. 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</p> <p>the principal liable for the due fulfilment of the subsequent contract if awarded to me.</p>	
<p>I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).</p>	
<p>The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:</p> <ul style="list-style-type: none"> a) Part A b) Part B – Price Schedule c) Part C including annexures in support of the bid 	
<p>I confirm that I am duly authorised to sign this offer/ bid response.</p>	
NAME (PRINT)	
CAPACITY	
SIGNATURE	
DATE	

ANNEXURE A - 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:³

- 16.1 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),
- 16.2 System records exact time and date of submission in a manner that provides appropriate probity to stakeholders such as auditors,
 - 16.2.1 System to prevent unauthorised access and system to show if infringement,
 - 16.2.2 System of authorised persons to set / change dates for opening data received,
 - 16.2.3 System allows simultaneous communication,
 - 16.2.4 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).

PRESCRIPTS

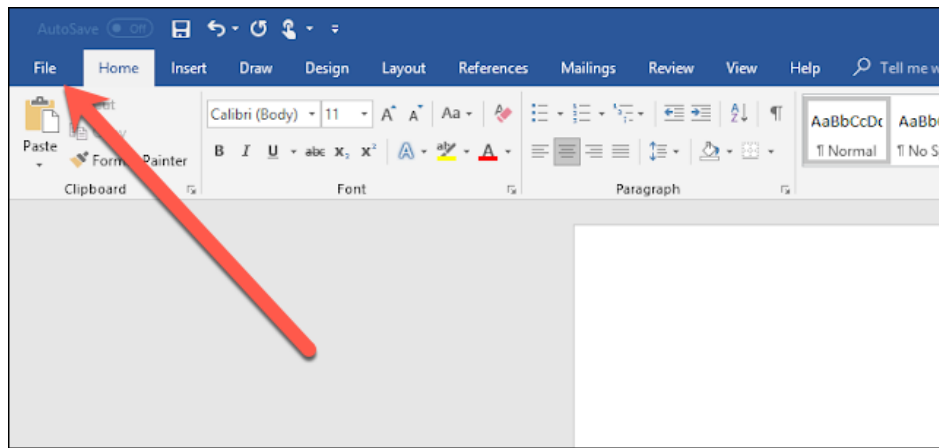
- 16.2.5 All files must be submitted in pdf format unless otherwise stated.
- 16.2.6 Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- 16.2.7 **One Envelope system**, the process regarding a Double Envelope system below is **not** required.
- 16.2.8 **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.
- 16.2.9 The NRF email size limit is 20MB, bidder must ensure that their submission is no bigger than this limit.
 - 16.2.9.1 Your files must be Zipped to ensure that your submission is in line with the email size limit
- 16.2.10 Timeline for submitting password to NRF
 - 16.2.10.1 The password for pricing file must **not** be submitted before the bid closes.
 - 16.2.10.2 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.
- 16.2.11 The subject of your email quote verbatim the bid name in the exact words provided in the NRF bid document.

GUIDELINES

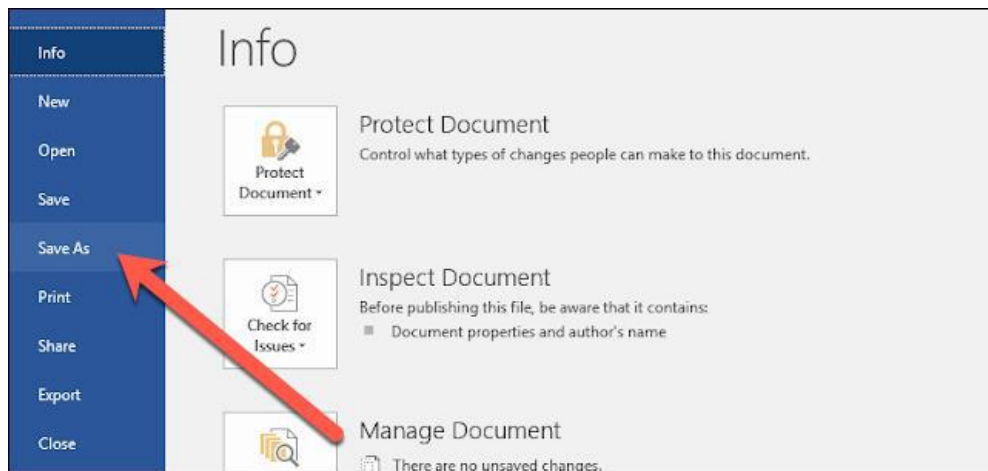
Converting to pdf

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

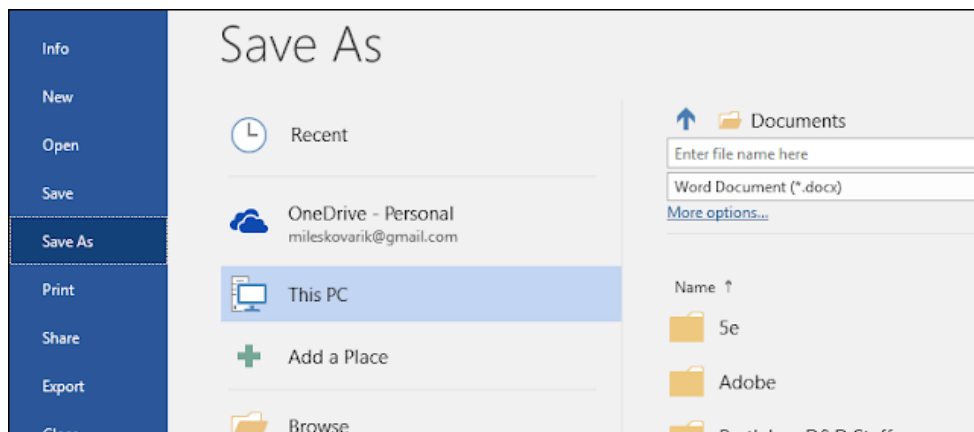
³ SANS 10845-1 paragraph 4.7



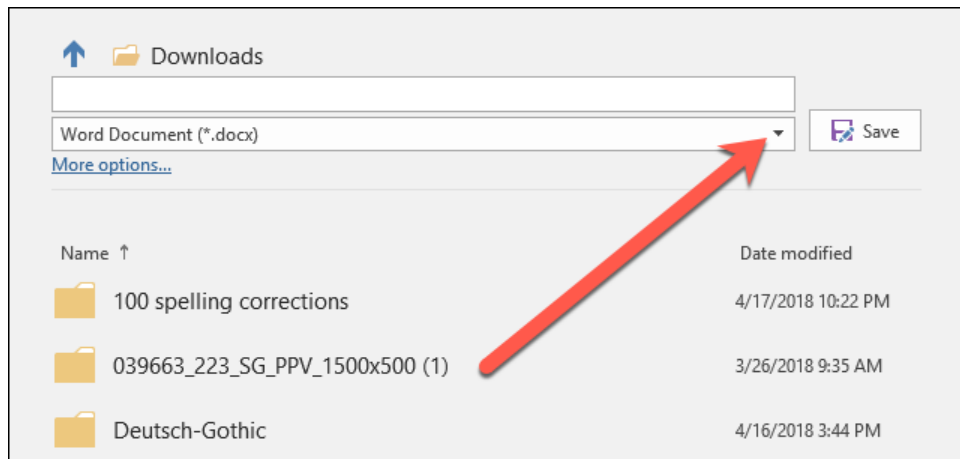
16.2.11.3 On the backstage screen, select “Save As” from the list on the left.



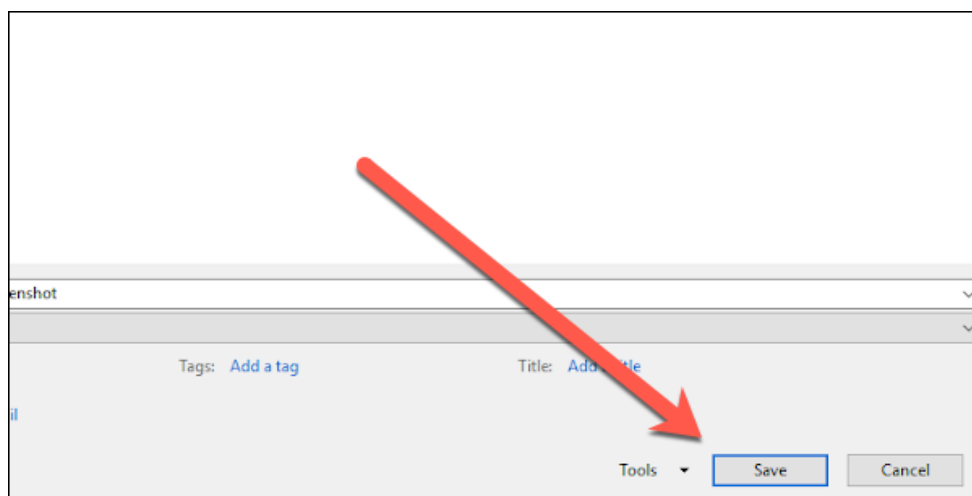
16.2.11.4 On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



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



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



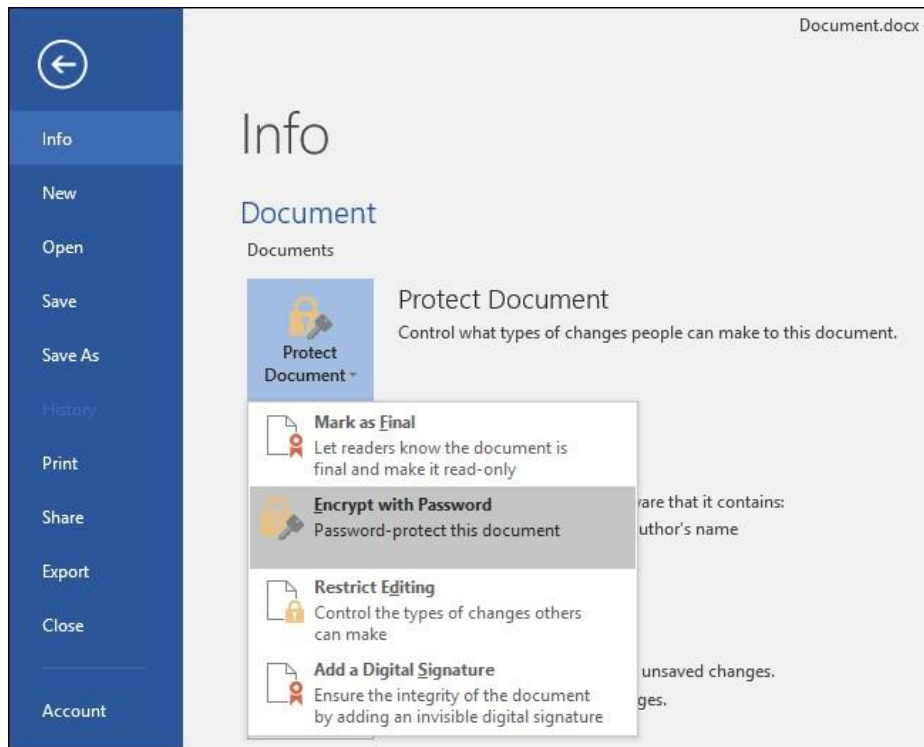
16.2.11.7 After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

Password protecting files

16.2.11.8 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."

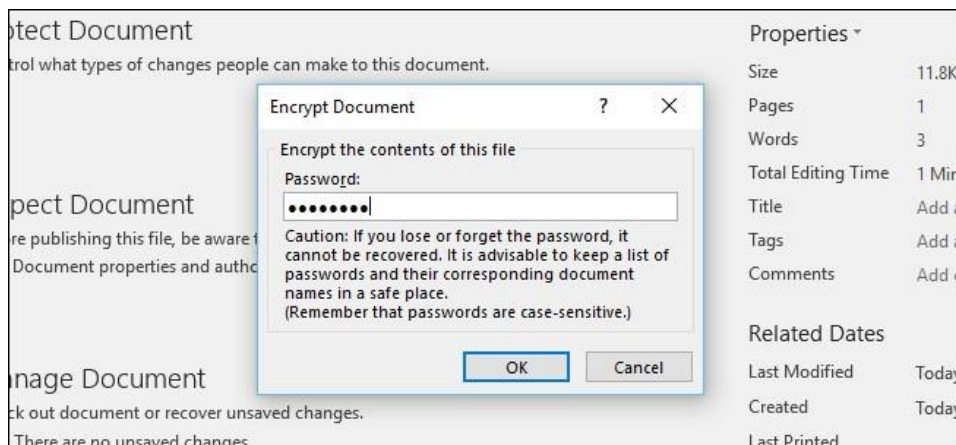
16.2.11.9 The button is only named "Protect Document" in Microsoft Word, but it's named something similar in other apps. Look for "Protect Workbook" in Microsoft Excel and "Protect Presentation" in Microsoft PowerPoint. In Microsoft Access, you'll just see an "Encrypt with Password" button on the Info tab. The steps will otherwise work the same.

16.2.11.10 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.

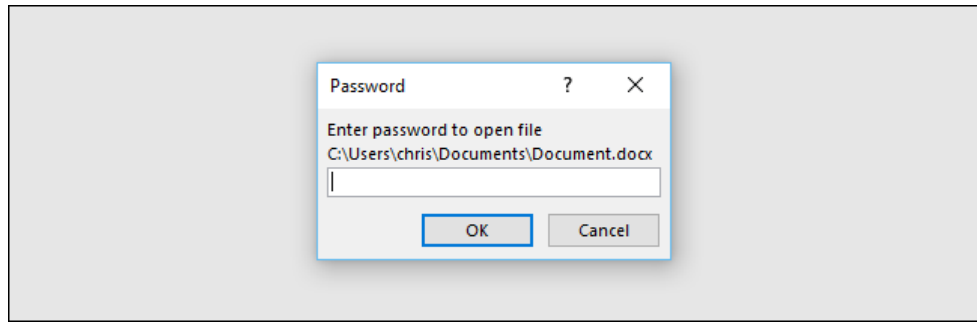


16.2.11.11 Enter the password you want to encrypt the document with. You'll want to choose a good password here. Weak passwords can be easily guessed by cracking software if someone gains access to the document.

16.2.11.12 **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.



16.2.11.13 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.

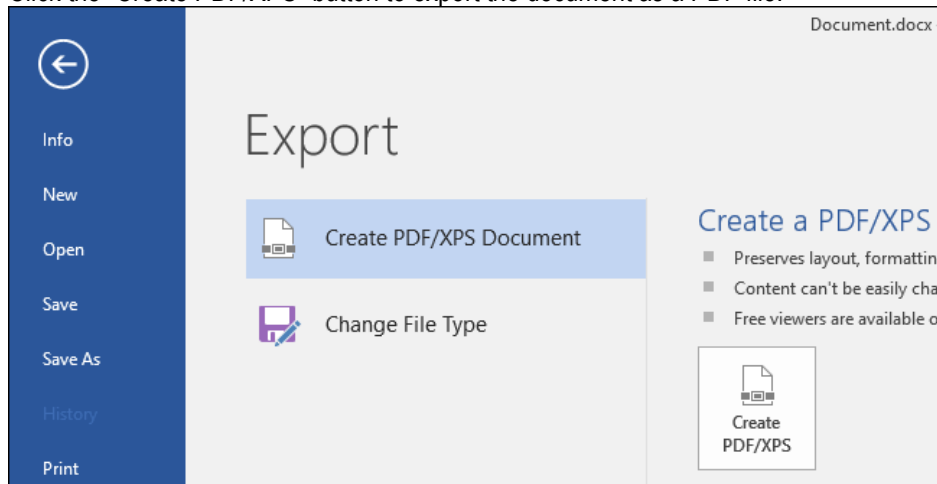


- 16.2.11.14 To remove the password protection from a document, click the “Protect Document” button and select “Encrypt with Password” again. Enter a blank password and click “OK.” Office will remove the password from the document.

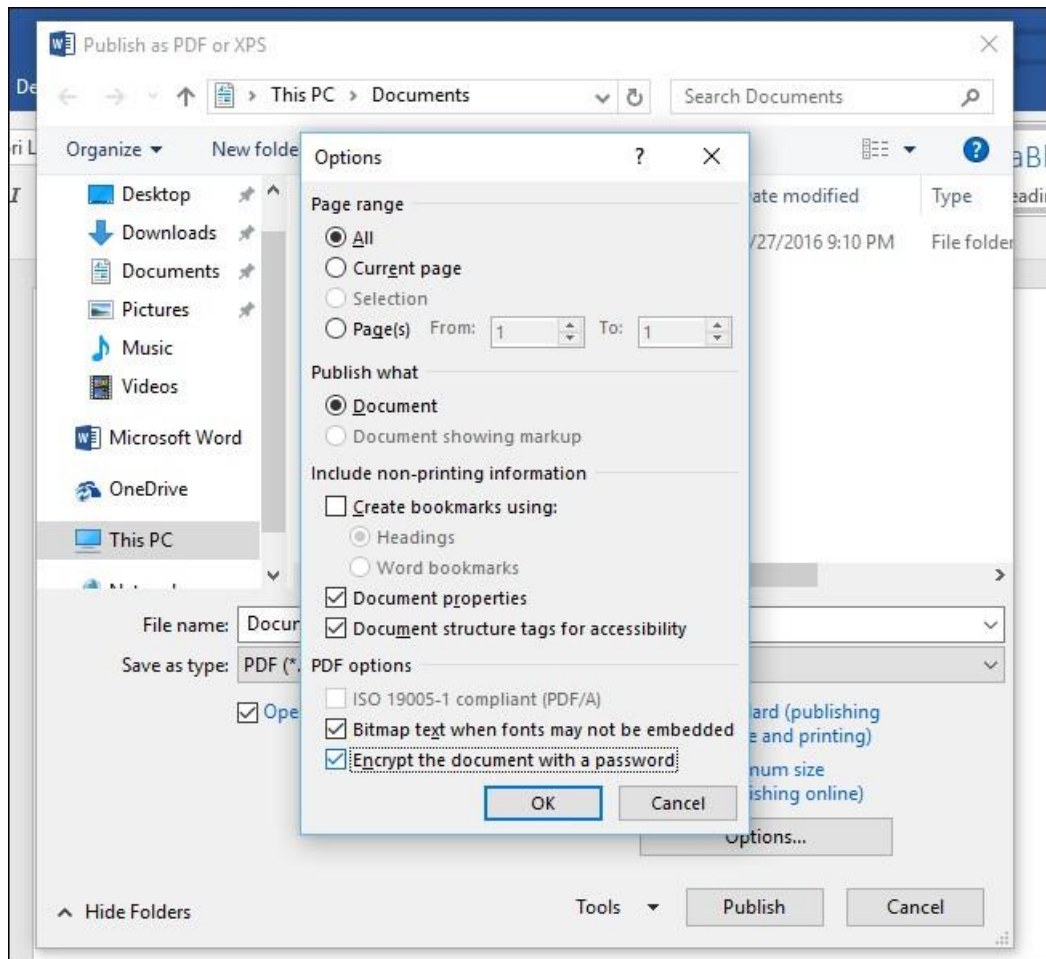
How to Create a Password Protected PDF File

- 16.2.11.15 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.

- 16.2.11.16 To do this, open the document in Microsoft Word, click the “File” menu button, and Click the “Create PDF/XPS” button to export the document as a PDF file.



- 16.2.11.17 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.”

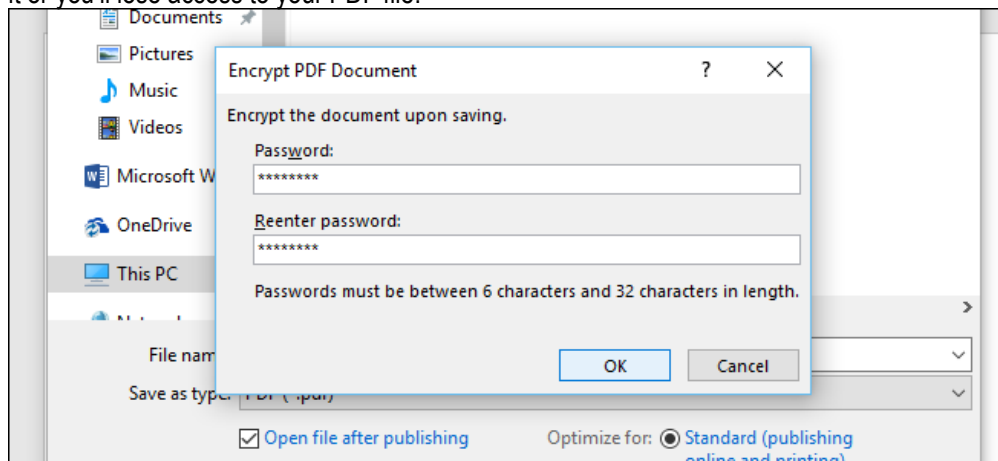


16.2.11.18 Enter the password you want to encrypt the PDF file with and then click “OK.”

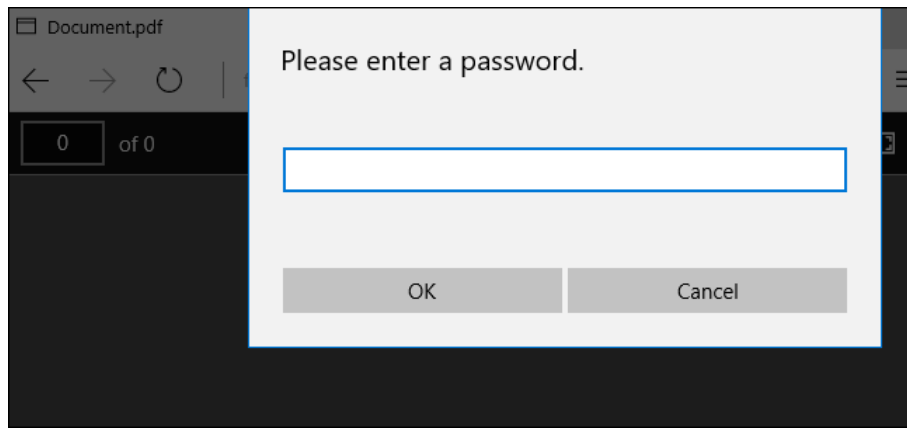
16.2.11.19 When you’re done, enter a name for the PDF file and click the “Publish” button. Office will export the

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.



16.2.11.20 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.

- 16.2.11.21 Put all the files into a new folder
- 16.2.11.22 Right-click on the folder to be sent
- 16.2.11.23 Select "Send To" and then click "Compressed (Zipped) folder"
- 16.2.11.24 The files will start compressing
- 16.2.11.25 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.