



SARAO
South African Radio
Astronomy Observatory

INVITATION TO BID

SUPPLY, INSTALLATION AND CONFIGURATION OF COMPUTE SERVERS AND NETWORK DEVICES

Bidder Name:		
Bid Number:	NRF/SARAO SDP/08/2022-23	
Closing Date:	Monday, 23 January 2023	
Closing Time:	11.00 AM	
	Note: Submissions received after 11.00AM will be NOT be accepted	
Compulsory Briefing Session:	Not Applicable	
Bid Submission:	<p>Electronic submissions must be sent to tenders@sarao.ac.za</p> <p>Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response.</p> <p>Technical submissions must be in searchable format (PDF).</p> <p>Note: Scanned submissions will not be accepted.</p> <p>Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email.</p> <p>Bidders may use WeTransfer, Dropbox, or Google Drive to submit their bid submissions.</p>	
Direct enquiries in writing to:		
	Procedural Enquiries:	Technical Enquiries:
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INTRODUCTION TO THE NRF

The National Research Foundation Act as amended, Act 19 of 2018, establishes the National Research Foundation ("NRF") as the juristic legal entity that will contract with the awarded bidder. Please visit the NRF website (<https://www.nrf.ac.za>) for more information.

BACKGROUND TO SARAO

The South African Radio Astronomy Observatory (SARAO) is the National Research Foundation's National Facility incorporating South Africa's radio astronomy instruments and programmes such as the MeerKAT and KAT-7 telescopes in the Karoo in the Northern Cape, the Hartebeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the African Very Long Baseline Interferometry (AVN) programme in nine African countries as well as the associated human capital development and commercialisation endeavours. More information about SARAO is available from www.sarao.ac.za. More information about the international SKA project is available from www.skatelescope.org.

CONTEXT OF THE PROCUREMENT NEED

The SARAO Science Data Processing (SDP) section operates a significant computing system in support of the processing and storage of astronomy products of the various telescopes operated by SARAO. Due to continuous operations of the telescope and the natural wear and tear of computer hardware, we require a refresh of our online processing system.

The objective of this bid is therefore for the supply, configuration and delivery of compute servers and networking equipment to be housed in the Karoo Data Rack Area ('KDRA' henceforth), capable of providing continuous online processing capacity.

Bidders must be an authorised reseller of an OEM, and have demonstrated competency in the supply and installation of similar storage systems.

PART A – THE CONTRACT

EQUIPMENT AND SERVICE SPECIFICATIONS

1. Equipment and services to be supplied (items (i)-(xi))

(i) Basic requirements of the online processing system

- a. The supplied system must provide a total of 25 servers
- b. The OS installed and supported on servers will be done by SARAO, and will be Ubuntu 22.04
- c. The supplied system of servers must be as homogenous as possible. Group 1, 2 and 5 to be the same chassis. Group 3 must be the same OEM.
- d. All systems will have redundant power supplies.
- e. All systems should have a separate Out-of-band-management (OOBM) network interface, with IPMI capability.
- f. All systems should fit in standard 19-inch APC rack, no longer than 950mm, with rail kits included.
- g. 2 x Power distribution units (PDU's) available on the racks, with C14 sockets.
- h. Power cabling to be supplied for all equipment, with C13 plugs.
- i. Warranty of 5 years, or longer on all servers, drives and the switch.
- j. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.
- k. Firmware support included must be for a minimum of 5 years, available for download or from physical media shipped to SARAO.

(ii) Processing Nodes - Group 1 (INGEST)

- a. A total of 9 servers to be supplied for this group
- b. Ingest node requires 64 GB of system memory (RAM), 3200MT/s or higher, with each memory channel populated (e.g. CPU has 8 memory channels, DIMM's would be 8GB x 8 modules) error-correcting code (ECC) memory is preferred.
- c. Ingest node requires single 64bit CPU, 8 core or greater, with 3.7GHz or greater clock speed
- d. Ingest node requires a 100 GB or bigger solid-state drive for the Operating System (OS), SSD must support at least 0.5 DWPD (drive write per day), 400MB/s Sequential Read/Write or greater.
- e. No Hardware Redundant Array of Inexpensive Disks (RAID).
- f. 1 x 1Gb/s NIC for OAM - RJ45
- g. 1 x 25Gb/s Mellanox NIC for Filewriter access - Small form-factor pluggable 28 (SFP28)
- h. 1 x 100Gb/s Mellanox Connect-X 6 or greater NIC - Quad Small form-factor pluggable 28 (QSFP28)
- i. 1 x Nvidia Ampere A30
- j. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.

(iii) Processing Nodes - Group 2 (CALIBRATION)

- a. A total of 7 servers to be supplied for this group
- b. Calibration node requires 1.5 TB of system memory (RAM), 2666MT/s or higher, error-correcting code (ECC) memory is preferred.
- c. Calibration node requires single or more 64bit CPU, 16 core total or greater, with 3.0GHz or greater clock speed
- d. Calibration node requires a 100 GB or bigger solid-state drive for the Operating System (OS), SSD must support at least 0.5 DDPD (drive write per day), 400MB/s Sequential Read/Write or greater.
- e. No Hardware Redundant Array of Inexpensive Disks (RAID).
- f. 1 x 1Gb/s NIC for OAM - RJ45
- g. 1 x 25Gb/s Mellanox NIC - SFP28
- h. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.

(iv) Processing Nodes - Group 3 (VBP/BFI)

- a. A total of 2 servers to be supplied for this group
- b. VBP/BFI nodes require 512 GB of system memory (RAM), 3200MT/s or higher, error-correcting code (ECC) memory is preferred
- c. VBP/BFI node requires single 64bit CPU, 8 core or more, with 3.7GHz or greater clock speed
- d. VBP/BFI nodes require a 100 GB or bigger solid-state drive for the Operating System (OS), SSD must support at least 0.5 DDPD (drive write per day), 400MB/s Sequential Read/Write or greater.
- e. VBP/BFI node requires 24 x SFF/2.5" SATA empty bays, with 24 SAS/SATA/NVME ports
- f. VBP/BFI node requires Hardware RAID 1 capability, with 8GB or more cache and battery backup
- g. 1 x 1Gb/s NIC for OAM - RJ45
- h. 1 x 25Gb/s Mellanox NIC - SFP28
- i. 1 x 100Gb/s Mellanox Connect-X 6 or greater NIC - QSFP28
- j. 1 x Nvidia Ampere A30
- k. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.

(v) Processing Nodes - Group 4 (Proxmox/Mesos)

- a. A total of 6 servers to be supplied for this group
- b. Proxmox/Mesos node requires 128 GB of system memory (RAM), 3200MT/s or higher, error-correcting code (ECC) memory is preferred.
- c. Proxmox/Mesos node requires single or more 64bit CPU, 16 core or more with 3.0GHz or greater clock speed
- d. Proxmox/Mesos node requires 8 x 2 TB SSD on RAID controller, Enterprise grade drives, 550MB/s Sequential Write or higher. SAS/SATA connection.
- e. Hardware RAID 10 capability, with 8GB or more cache and battery backup
- f. 1 x 1Gb/s NIC for OAM - RJ45

- g. 2 x 25Gb/s Mellanox NIC - SFP28
- h. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.

(vi) Processing Nodes - Group 5 (FWR)

- a. A total of 3 servers to be supplied for this group
- b. FWR node requires 64 GB of system memory (RAM), 3200MT/s or higher, error-correcting code (ECC) memory is preferred.
- c. FWR node requires single 64bit CPU, 8 core or more, with 3.0GHz or greater clock speed
- d. FWR nodes require a 100 GB or bigger solid-state drive for the Operating System (OS), SSD must support at least 0.5 DWPD (drive write per day), 400MB/s Sequential Read/Write or greater.
- e. No Hardware Redundant Array of Inexpensive Disks (RAID).
- f. 1 x 1Gb/s NIC for OAM - RJ45
- g. 2 x 25Gb/s Mellanox NIC - SFP28
- h. 1 x 100Gb/s Mellanox Connect-X 6 or greater NIC - QSFP28
- i. Bidders must submit data sheets detailing how they meet these minimum requirements, for evaluation purposes.

(vii) Racking for Processing Nodes

- a. The processing nodes will be installed into an existing APC NetShelter 19" AR3100 rack, EIA 19" mounting space.
- b. Each processing node must have a rail kit compatible with a 4 post 19" rack.
- c. The total space available to processing nodes is 41U total in a single rack. (Top 1U is occupied by 1 GbE management switch).
- d. No bezel or cable management arm necessary.
- e. Servers to be no longer than 950mm. We require that both the front and back door of the rack be closed after installation.
- f. Bidders must submit data sheets detailing how they meet these minimum requirements for evaluation purposes.

(viii) Networking

Switch 1

- a. 32-port 100Gb/s QSFP28 Open Ethernet switch
- b. Switch 1 must be Mellanox, as it has to fit in with existing network infrastructure, which is Mellanox based
- c. Switch 1 is required to fit in to a standard 19-inch rack
- d. Switch 1 is required to work with standard C13 sockets
- e. Switch 1 is required to have redundant power supplies
- f. Airflow should be power to ports, as this will be the orientation of the switch
- g. Bidders must submit data sheets detailing how they meet these minimum requirements for evaluation

purposes.

(ix) Out of band management

- a. Each processing node must have an OOBM module, e.g. BMC, iDrac, ILOM etc.
- b. OOBM must have IPMI capabilities.
- c. OOBM must have Redfish capabilities.
- d. OOBM must have remote console capabilities.
- e. OOBM must have power management capabilities, via Intelligent Platform Management Interface (IPMI).
- f. OOBM must have firmware update capabilities. Including licensing to update OOBM, BIOS and other system firmware.
- g. Bidders must submit data sheets detailing how they meet these minimum requirements for evaluation purposes.

(x) Installation and configuration service

- a. Networking for OOBM, data and OAM access to be configured by SARAO.

(xi) Support service

- a. The appointed bidder warrants that it will deliver 5-year, 9 hours x 5 days next day business response and service for the installed hardware done from SARAO Black River Parkway offices (SARAO Cape Town Head offices, address to be supplied in ticket).
- b. A statement that the bidder guarantees that parts and their upgrades/replacements, where this may occur, will be available for all hardware, for swap out maintaining the agreed output performance for the duration of the contract. Spares to be available within 30 days.
- c. Interested parties must be an authorised reseller (of an OEM), and have demonstrated competency in the supply and installation of similar systems.

2. General specifications

- (i) All equipment must be compatible with a 220 V, 50 Hz power supply.
- (ii) All equipment operates as a minimum in the operational temperature range of 5 to 40 C.
- (iii) The bidder must submit data sheets for evaluation purposes.
- (iv) Bidder to provide sufficient information to show that they can provide the warranty along with a summary of what will be covered by the warranty, including start and end date.

3. Delivery

Delivery will be to SARAO offices located at 2 Fir Street, Black River Park, Observatory, Cape Town, South Africa.

BID SELECTION PROCESS

PRE-QUALIFICATION CRITERIA

In terms of Regulation 4 of the Preferential Procurement Regulations (2017), pre-qualification criteria based on B-BBEE status level will be applied to the allocation of preference points to this bid. Following the pre-qualification eligibility assessment, this bid will be evaluated in three stages as follows –

STAGE 1 - SUBMISSION OF RETURNABLE DOCUMENTS AND SCHEDULES

Bids will be evaluated for compliance with the procedural requirements of this bid, which entails the completion and/or submission of the returnable documents and schedules specified in the Returnable Documents and Schedules Table on **Page 10 below**.

NOTE: Failure to comply with the mandatory requirements in this stage may result in bid disqualification. However, SARAO may apply the discretion to allow bidders to complete and/or sign returnable schedules not completed and/or signed in the first instance or to submit returnable documents not submitted in the first instance. Such returnable schedules or documents must be of a purely administrative nature, and may not pertain to the substance of the bid such as to affect the competitive position of bidders, by giving one or more bidders a second and unfair opportunity to augment the quality (substantive) aspects of their bid.

STAGE 2 - TECHNICAL EVALUATION

Bids will be evaluated against the technical criteria outlined on **Page 11-12** below.

Bids which fail to meet the requirements of Stage 2 will be disqualified and not evaluated further in Stage 3.

STAGE 3 - PRICE AND PREFERENCE POINTS SCORING

Bid price proposals are compared on an equal and fair basis, taking into account all aspects of the bid pricing requirements. Qualifying bids are ranked on price and preference points claimed in the following manner:

- (i) **Price** - with the lowest priced bid receiving the highest price score as set out in the preference claim form (SBD 6.1).
- (ii) **Preference** - preference points as claimed in the SBD6.1 form, supported by a valid B-BBEE certificate or sworn affidavit, in the case of EMEs and QSEs, are added to the price ranking scores.

PRE-QUALIFICATION ELIGIBILITY CRITERIA

In terms of Regulation 4(1)(a) of the Preferential Procurement Regulations (2017), pre-qualification criteria based on B-BBEE status level will be applied to this tender as follows –

Pre-qualification Criteria	Minimum Level	Does the bidder comply? (Yes / No)
Minimum status B-BBEE level required	3	

Any bid which fails to meet the stipulated pre-qualification criteria of a BBBEE level of 1-3 will be automatically disqualified from further consideration

BID EVALUATION CRITERIA

STAGE 1 – SUBMISSION OF RETURNABLE DOCUMENTS AND SCHEDULES

NOTE: All mandatory criteria need to be complied with to move on to the next stage of evaluation. All SBD forms indicated as mandatory must be completed and signed by bidders. However, SARAO may apply the discretion to allow bidders to complete and/or sign returnable schedules not completed and/or signed in the first instance or to submit returnable documents not submitted in the first instance. Such returnable schedules or documents must be of a purely administrative nature, and may not pertain to the substance of the bid such as to affect the competitive position of bidders by giving one or more bidders a second and unfair opportunity to augment the quality (substantive) aspects of their bid.

Each member of a joint venture, or consortium must submit the SBD 1; 4; and 6.1 returnable forms.

Document description	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference	SCM Verification
B-BBEE certificate, or in the case EMEs or QSEs, a Sworn Affidavit confirming annual turnover and level of black ownership	Mandatory	Has the bidder submitted a valid B-BBEE certificate or sworn affidavit, with B-BBEE rating of between 1-3?	Yes/No	Page 9	
SBD 1 Form (Invitation to Bid)	Mandatory	Has the bidder completed and signed the SBD 1 Invitation to Bid form?	Yes/No	Page 42-44	
SBD 3.2 Form (Pricing Schedule) – submitted in a separate electronic folder	Mandatory	Has the bidder submitted its pricing for the services offered?	Yes/No	Page 38-41	
SBD 4 Form (Bidder's Disclosure)	Mandatory	Has the bidder completed and signed the SBD 4 form? Has the bidder made any disclosure which would preclude it from responding to this bid?	Yes/No	Page 44-47	
SBD 6.1 Form (Preferential Points Claim Form)	Mandatory	Has the bidder completed and signed the SBD 6.1 form?	Yes/No	Page 48-52	
SBD 1 Form (Bid signature)	Mandatory	Has the bidder confirmed that its bid is validity submitted?	Yes/No	Page 55	
Bid submission format	Mandatory	Has the bidder submitted its bid in searchable format (PDF or other)? Scanned submissions will not be	Yes/No	Entire Document	

		accepted			
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STAGE 2 - TECHNICAL EVALUATION

NOTE: Failure to submit data sheets which show that the equipment offered matches the equipment specification detailed in this bid document will result in disqualification. No second opportunity will be given to submit data sheets not submitted, except in the case where there is no competition (i.e. one bid is received) and therefore no prejudice will be suffered by any other bidder.

Similarly, disqualification will result where the specifications of the equipment offered fail to match the equipment specifications detailed in this bid document.

NOTE: Bidders must ensure that all the equipment specifications detailed in this document are evident on the data sheets submitted, or written up where not evident. This to eliminate the drawing of inferences as to compliance or the seeking of clarification from bidders, which delays the bid evaluation process.

Evaluation Criteria	Weight	Assessment Methodology	Bid Section Reference ¹	Assessment	BEC Verification
Ingest nodes matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.ii.	Yes / No	
Calibration nodes matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.iii.	Yes / No	
VBP/BFI nodes matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.iv.	Yes / No	
Proxmox/MC nodes matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.v.	Yes / No	
FWR nodes matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.vi.	Yes / No	
100GbE Network switch matches or exceeds requirements	Mandatory	Data sheets matches equipment specifications	1.viii.	Yes / No	
19" rack compatible. No longer than 950 mm. Rail kit included	Mandatory	Documentation	1.vii.	Yes / No	
OOBM and OAM separate from	Mandatory	Data sheets matches	1.ix.	Yes / No	

¹ Numbers reference the EQUIPMENT AND SERVICE SPECIFICATIONS of this document (i.e. page 4-7)

highspeed network interface. With suitable enterprise remote management features.		equipment specifications			
5-year warranty for all equipment	Mandatory	Documentation	1.xi.a	Yes / No	
Evidence of authorised reseller status.	Mandatory	A letter from the OEM granting the bidder reseller status Has the bidder submitted documentary evidence that it is an authorised reseller?	3	Yes / No	
Evidence of existing competence to supply the equipment offered	Mandatory	Bidders to supply references letter for previous contract at least 80% of the proposed amount of the bid, that has been supplied in last 5 years (2017-2022). See REFERENCE LETTER TEMPLATE	3	Yes / No	

BIDDER IS ABLE TO DELIVER THE SPECIFICATION?	YES – PASS TO PRICING	NO – DISQUALIFIED
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STAGE 3 – PRICE AND B-BBEE POINTS SCORING

Bids which meet the minimum requirements in Stage 2, will be evaluated on price and BBBEE status level (Stage 3) as follows -

CRITERIA	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

PART A.1 – BID PREPARATION

BIDDING INSTRUCTIONS

Bidders are urged to carefully study these bidding instructions, as well as all corresponding instructions pertaining to the bid evaluation criteria, scope of services, pricing and returnable, contained in this bid document. Failure to comply with these instructions will be at the bidder's risk, and may affect the evaluation of its bid.

1.	<u>Late bids</u>
1.1	Bids received after the closing time and/or date will not be considered.
2.	<u>Authority of bid signatory</u>
2.1	The bid must be signed by a person duly authorised to do so.
3.	<u>Clarification of the bid</u>
3.1	A bidder requiring any clarification of the bid documents may direct the request for clarification in writing, to the SARAO representatives listed on the cover page of this bid document.
3.2	A response will be provided by SARAO in writing. The response (including an explanation of the query, but without identifying the source of the query) will be sent to all prospective, identifiable bidders.
3.3	The last date for the submission of requests for clarification shall be three (3) working days from the closing date of the tender.
4.	<u>Bid preparation costs</u>
4.1	Bidders will be responsible for all costs associated with the preparation and submissions of their bids.
5.	<u>Tender Briefing Session and Site Visits</u>
5.1	Where applicable, the arrangements for a compulsory / non-compulsory tender briefing session and / or site visit are as stated in the Invitation to Tender.
5.2	Bidders should be represented by a person or persons who are suitably qualified and experienced to comprehend the aspects of the work involved.
5.3	Where the briefing session or site visit is compulsory, bidders not represented at such briefing session or site visit will be precluded from submitting a bid.
6.	<u>Counter proposals</u>
6.1	No counter proposals will be accepted.

7.	<u>Alterations to the bid document</u>
7.1	Bidders may not make any alterations or additions to the content of this bid document, except to comply with the instructions issued by SARAO. Any alterations made to the content of this bid document other than those mandated by SARAO will result in the invalidation of a bidder's submission.
8.	<u>Submitting a tender offer</u>
8.1	Bidders may submit one tender offer only, either as a single tendering entity or as a member of a joint venture or consortium, unless otherwise stated in this bid document.
8.2	Each party to a joint venture or consortium must individually complete and submit the SBD returnable schedules included in this bid document.
8.3	Bidders must return all returnable documents and schedules after completing them in their entirety, preferably electronically, or by writing legibly in non-erasable ink.
8.4	The bid document must be submitted in its entirety.
9.	<u>Alternative Tender Offers</u>
9.1	Unless otherwise stated in this bid document, alternative tenders offers may only be submitted if a main tender offer, strictly in accordance with all the requirements of the bid documents is also submitted, as well as a schedule that compares the requirements of the bid document with the alternative requirements proposed.
9.2	An alternative tender offer must be based only on the criteria stated in this bid document, or criteria otherwise acceptable to SARAO.
9.3	An alternative tender offer will only be considered if the main tender offer is the winning tender.
10.	<u>Clarification of bidder's tender offer after submission</u>
10.1	Bidders may be required by SARAO, to provide clarification of their tender offer during the bid evaluation or adjudication stages. This may include providing a breakdown of rates or prices, or correction of arithmetical errors by the adjustment of certain rates or item prices (or both).
10.2	No change in the competitive position of bidders or substance of the tender offer may be sought, offered, or permitted.
11.	<u>Two envelope system</u>
11.1	SARAO utilises the two-envelope system to minimise any form of price bias in the technical evaluation phase.
11.2	All responses must be submitted in two sealed envelopes, alternatively two electronic folders (if submissions are required to be electronic); the first envelope/folder shall contain the technical, and compliance response and the second shall contain only the pricing response.
11.3	Bidders must ensure that they do not include any pricing details in the first envelope/folder, as SARAO reserves the right to disqualify such bids.

11.4	<p>Bidders are required to package their bid as follows:</p> <ul style="list-style-type: none"> • Envelope/ Folder 1: Compliance and Technical Response • Envelope/ Folder 2: Pricing Response
12.	<u>Central Supplier Database registration</u>
12.1	No award may be made to a bidder who is not registered with the National Treasury Central Supplier Database (CSD), and has not submitted evidence of such registration in the form of a valid CSD Registration Number.
12.2	Bidders not registered with CSD are not precluded from submitting bids, but must be registered prior to award of the bid.
13.	<u>Tax compliance status</u>
13.1	Bidders must ensure that their tax matters are in order. No award will be made to any bidder whose tax matters have not been declared to be in order by the South African Revenue Services (SARS).
13.2	Each party to a joint venture, consortium or partnership must comply with the above requirement.
13.3	The bid will be declared non-responsive in the event that the bidder's tax matters are shown not be in order, and the bidder fails to ensure that its tax matters are in order within a minimum of 7 days, or within such extended timeframe as may be granted by SARAO in writing.
14.	<u>Due Diligence during Bid Evaluation</u>
14.1	During the evaluation of the bid, SARAO reserves the right carry out such due diligence on bidders as it deems necessary, which due diligence may include requesting bidders to submit reference letters from clients for whom similar services have been provided.
14.2	Where reference letters are requested in terms of section 14.1 above, bidders must ensure that they are completed in the template provided in this bid document, or in the same format on a client's letterhead.
14.3	Reference letters submitted must, at a minimum, indicate that the bidder "meets requirements" for each performance indicator stipulated on the reference letter.
15.	<u>Invalid bids</u>
15.1	Tenders shall be invalid if –
15.1.1	In a two-envelope system, a bidder fails to submit both a technical proposal and a separate financial offer.
15.1.2	The bidder is listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
15.3	The bidder has been restricted from doing business with any Organ of state.
16.	<u>Price negotiations prior to award</u>

16.1	The award of this bid may be subject to price negotiations with the preferred bidder or bidders, where there are opportunities for realising cost savings, or where bid prices are not market related.
16.2	SARAO reserves the right to reject overpriced or under-priced bids outside the identified price range for the bid.
17.	<u>Cancellation of the bid prior to award</u>
17.1	SARAO reserves the right to cancel this bid at any time before award, where -
17.1.1	Due to changed circumstances there is no longer a need for the services specified in this bid.
17.1.2	Funds are no longer available to cover the total envisaged expenditure for the project.
17.1.3	No bids meet the required specifications.
17.1.4	There is a material irregularity in the bid process.
18.	<u>Bid award</u>
18.1	The bid will be awarded after approval by the NRF, to the bidder with the highest combined score for Price and B-BBEE status level, unless other objective criteria, specified in the bid document, applies.
18.2	The award will be subject to final verification of the bidder's tax compliance status.
19.	<u>Collusion, fraud and corruption</u>
19.1	Any effort by the bidder to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
19.2	The NRF/SARAO would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.
20.	<u>Fronting</u>
20.1	SARAO supports Government's Broad-based Black Economic Empowerment (B-BBEE) initiatives, recognising that real empowerment is achieved by individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Therefore, SARAO condemns any form of fronting.
20.2	SARAO's evaluation committees may conduct or initiate investigations to determine the accuracy of bidders' B-BBEE representations.
20.3	Should SARAO have reasonable grounds to suspect any form of fronting, the bidder in question will be notified and given 7 days from the date of notification to provide evidence refuting the finding of fronting.
20.4	Should the bidder be unable to refute the finding to the satisfaction of SARAO, SARAO reserves the right to reject the bid submitted by the bidder or cancel any contracts entered into with the bidder, and apply to National Treasury to restrict for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies SARAO may have against such a bidder.

21.	<u>Disclaimers</u>
21.1	SARAO has produced this document in good faith. SARAO, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. SARAO has no liability towards the bidders in connection therewith.

SPECIAL CONDITIONS OF CONTRACT

These Special Conditions of Contract must be cross-referenced against the General Conditions of Contract (GCC) (p.23-28). The Special Conditions of Contract qualify or augment specific clauses of the GCC, or introduce conditions not included in the GCC.

The following are the special conditions of the contract:

1	Definitions
Substitute GCC Clause 1.21 with the following:	
1.21	“Purchaser” means the South African Radio Astronomy Observatory (SARAO), a business unit of the NRF.
Substitute Clause 1.24 with the following:	
1.24	“Services” means the services rendered to the Purchaser by the Supplier in accordance with the scope of services detailed in this Agreement
Add the following definitions after Clause 1.25:	
1.26	“Agreement” means the Contract, being the Bid Document, including these Special Conditions of Contract; the supplier’s bidder’s bid and price submission in response to Bid Ref: NRF/SARAO SDP/08/2022-23; and any Annexures, Schedules or Addendums referred to herein;
1.27	“Annexures”, “Schedules” and “Addendums” means any document of the aforesaid description reduced to writing and signed by the Parties, which is from time to time incorporated in this Agreement. These documents may be amended in writing by mutual agreement between the Parties;
1.28	“Bid Document” means the bid document issued by the Purchaser on Friday, 25 November 2022, with reference number NRF/SARAO SDP/08/2022-23;
1.29	“Commencement date” means the date of last signature of the Agreement between the Parties;
1.30	“Material Breach” means a breach by either Party of a material obligation, imposed on such Party in terms of this Agreement, which breach deprives the other Party of such reasonable benefits or caused or may cause harm to any such Party’s interests;

1.31	“NRF” means the National Research Foundation, a public entity established in terms of Schedule 3A of the Public Finance Management Act, No. 1 of 1999;
1.32	“OEM” means Original Equipment Manufacturer;
1.33	“Parties” means the Purchaser and Supplier, referred to collectively;
1.34	“Personnel” means either Party's, as the context may indicate, directors, employees, officers, each aforementioned acting strictly in the course and scope of its employment towards a Party, or Agents;
1.35	“Premises” means the site or premises of the Purchaser, where the goods will be delivered by the Supplier in terms of this Agreement, as described in the Bid Document;
1.36	“Supplier” means the provider of the Services, with whom the Agreement is concluded;
1.37	“Third Party” means any person or party who is not a Party to this Agreement.
Substitute Clause 3 in its entirety with the following:	
3	Commencement and Duration
3.1	Commencement will be the date of last signature of the Agreement between the Parties.
3.2	Subject to a five-year warranty on the goods supplied by the Supplier, and unless terminated by either Party in accordance with Clauses 22A, 23 and 25, this Agreement shall commence on the commencement date and remain in force until the goods have been delivered by the Supplier and accepted by the Purchaser.
3A	The Supplier's Obligations
3A.1	The Supplier agrees, undertakes, covenants and warrants (all where applicable) to, inter alia: -
3A1.1	Supply the goods in accordance with the supply specifications detailed in the Bid Document, and in accordance with the Agreement and good industry practice applicable from time to time. Specifically -
3A1.1.1	That the data storage hard drives (HDD) must meet the specifications as detailed in the Bid Document.
3A1.1.2	That the servers and switch must meet or exceed the specifications as detailed in the Bid Document.
3A1.2	Deliver the goods within the period stipulated on the issued purchase order, the maximum allowable period being within 30 days from the delivery date stipulated on the purchase order.
3A1.3	Provide all of the necessary materials, labour and equipment required for the delivery of the goods.
3A1.4	Make delivery of the goods to the Purchaser's offices located at 2 Fir Street, Black River Park, Observatory, Cape Town, South Africa.
3A1.5	Deliver the goods with an original delivery note, original invoice, and instruction/service manual, where

	applicable.
3A1.6	Provide, at a minimum, the following documentation (in hard copy and pdf format) for each equipment delivered- (i) Certificate of Conformance; and (ii) Packing list
3A1.7	Subject to Clauses 22A, 23, and 25, it will complete and deliver the goods within the contract duration, or any extended period thereof.
3A1.8	Comply with all reasonable and lawful instructions of the Purchaser, within the scope of this Agreement.
3A1.9	Comply with all laws relating to wages and conditions generally governing the employment of labour in South Africa.
3A1.10	As a minimum, put into effect and maintain insurance of general public liability insurance cover of no less than at least the bid award amount, for a single calendar year.
3B	The Purchaser's Obligations
3B.1	The Purchaser agrees, undertakes, covenants and warrants (all where applicable) that, inter alia -
3B1.1	it will allow the Supplier and its Personnel reasonable access to the Purchaser's Premises and such facilities, as required by the Supplier, to ensure the Supplier fulfils its obligations in terms of this Agreement.
3B1.2	it will advise the Supplier of any change to its processes or circumstances which are relevant to the supply of the goods by the Supplier in writing immediately once it becomes aware of such change. The aforesaid includes current and future circumstances which, given the Purchaser's knowledge of the supply requirement, may make the delivery of the goods by the Supplier and its Personnel more difficult or dangerous.
3B1.7	It will make payment to the Supplier for the delivery of the Goods as set out herein within thirty (30) days after receipt of an invoice from the Supplier, paid free from set-off, deduction or arbitrary withholding;
3B1.8	It will notify the Supplier of any dishonest, wrongful or negligent (gross or otherwise) act or omission of the Supplier's Personnel in connection with the Services as soon as reasonably possible after the Purchaser becomes aware of the same.
5	Use of Contract Documents and Information
Add the following clause after Clause 5.4:	
5.5	The recipient of confidential information shall be careful and diligent as not to cause any unauthorized disclosure or use of the confidential information, in particular, during the contract term and after termination of the contract. The recipient shall not:
5.5.1	Disclose the confidential information, directly or indirectly, to any person or entity, without the purchaser's prior written consent.

5.5.2	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
5.5.3	Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.
5.6	The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to -
5.6.1	Disclose the confidential information to any third party, or
5.6.2	Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,
5.6.3	The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorized third party.
5.7	The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:
5.7.1	Was independently developed by the recipient prior to its involvement with the purchaser or in the possession of the recipient prior to its involvement with the purchaser;
5.7.2	Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
5.7.3	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 purchaser, or
5.7.4	Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the purchaser of such requirement prior to any disclosure.
5.8	The recipient shall within one (1) month of receipt of a written request from the purchaser to do so, return to the purchaser all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:
5.8.1	All written disclosures received from the purchaser;
5.8.2	All written transcripts of confidential information disclosed verbally by the purchaser; and
5.8.3	All material embodiments of the contract intellectual property.
5.9	The recipient acknowledges that the confidential information is made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.
5.10	Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

5.11	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.
5.12	Copyright and Intellectual Property
	The third party hereby gives SARAO permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition.
7	Performance Security
<i>Clause 7 in its entirety shall not be applicable to this Agreement.</i>	
10	Delivery and Documentation
<i>Substitute Clause 10.2 with the following clauses -</i>	
10.2	Deliver the goods within a maximum period of 30 days from the delivery date stipulated on the purchase order.
10.3	The supplier shall deliver the goods with an original delivery note, original invoice, and instruction/service manual (where applicable).
10.4	The supplier shall provide at a minimum, the following documentation (in hard copy and pdf format) for each equipment delivered -
10.4.1	Certificate of conformance
10.4.2	Packing list
<i>Add the following clause after Clause 10.3 -</i>	
10.4	The goods must be delivered to the address stipulated in Clause 3A1.4 above.
11	Insurance
<i>Add the following clauses after Clause 11.1:</i>	
11.2	Without limiting the obligations of the Supplier in terms of this Agreement, the Supplier shall affect and maintain the following additional insurances:

11.2.1	Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself.
11.3	The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Agreement.
13	Incidental Services
<i>Substitute Clause 13.1 with the following:</i>	
13.1	Any incidental services required for the delivery of the goods shall be agreed upon in advance by the Parties and will only be valid if confirmed through the issue of a written purchase order by the Purchaser that specifies, where applicable, quality, quantity, description, unit price, and delivery date.
14	Spare parts
<i>Add the following clauses after clause 14.1:</i>	
14.2	The Supplier must guarantee that parts and their upgrades/replacements, where this may occur, will be available for all hardware, for swap out maintaining the agreed output performance for the duration of the contract.
14.3	Spares must be available within 30 days.
15	Warranty
<i>Substitute Clause 15.2 with the following:</i>	
15.2	The Supplier shall provide a 5-year basic next business day warranty on all servers, drives and the switch, as specified in this Bid Document.
<i>Add the following clause after Clause 15.5:</i>	
15.6	In the event that the Supplier is not the OEM of the goods supplied, it must ensure that it offers the Purchaser a valid warranty, claimable from the OEM.
16.	Payment
<i>Add the following clause after Clause 16.4:</i>	
16.5	Goods delivered, and accepted by the Purchaser, may be invoiced for.
16.6	The Supplier's invoices must meet the following minimum requirements: (a) Reference the purchase order number (b) Detailed line items as specified in purchase order

	(c) Include statement of account								
16.7	Invoices must be accompanied by the Purchaser's authorised representative's signature, confirming delivery in accordance with prescribed quality and/or quantity, conformance to specification, and unit pricing in accordance with the contract and any purchase orders issued in terms of the Agreement.								
17	Prices								
Add the following clauses after clause 17.1:									
17.2	Price adjustments based on Rate of Exchange fluctuations, for imported Goods, will be permitted.								
17.3	Subject to Clauses 17.2 and 25, price adjustments, will not be permitted during the course of this Agreement.								
22	Penalties								
Substitute Clause 22.1 in its entirety with the following:									
22.1	<p>Subject to Clause 25 and excluding any act or omission of the Client or Third Party(ies) that cause or contribute to a failure of Services, if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Agreement, the Purchaser shall, without prejudice to its other remedies under the Agreement, apply the following penalties –</p> <table><tr><th>Project deliverables</th><th>Measurement Methodology</th><th>Penalty trigger</th><th>Penalty</th></tr><tr><td>Timeous delivery of the goods in accordance with the specifications detailed in this Agreement, and within a maximum period of 30 days from the delivery date stipulated on the purchase order</td><td>Subject to Clause 25, the goods are delivered within a maximum period of 30 days from the delivery date stipulated on the purchase order</td><td>For reasons directly attributable to the direct actions or negligence of the Supplier, which would have been avoided had reasonable care been taken, the goods are not delivered within 30 days of the delivery date</td><td><p>Apply a penalty of R2000 to be deducted from the contract amount for each day of delay, until delivery of the goods, and put the Supplier on notice in terms of Clause 22A.1, to effect delivery within a revised period</p><p>Where delivery is not effected within the revised delivery contract, cancel the contract in terms of Clauses 22A and 23.</p></td></tr></table>	Project deliverables	Measurement Methodology	Penalty trigger	Penalty	Timeous delivery of the goods in accordance with the specifications detailed in this Agreement, and within a maximum period of 30 days from the delivery date stipulated on the purchase order	Subject to Clause 25, the goods are delivered within a maximum period of 30 days from the delivery date stipulated on the purchase order	For reasons directly attributable to the direct actions or negligence of the Supplier, which would have been avoided had reasonable care been taken, the goods are not delivered within 30 days of the delivery date	<p>Apply a penalty of R2000 to be deducted from the contract amount for each day of delay, until delivery of the goods, and put the Supplier on notice in terms of Clause 22A.1, to effect delivery within a revised period</p> <p>Where delivery is not effected within the revised delivery contract, cancel the contract in terms of Clauses 22A and 23.</p>
Project deliverables	Measurement Methodology	Penalty trigger	Penalty						
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22A	Breach of Contract								
Insert a new clause numbered Clause 22A, as follows:									

22A.1	If a Party commits a Material Breach of any provision of this Agreement, and the breach is capable of remedy, the other Party may call in writing on the Party in breach to remedy the breach within a period of 7 (seven) days from receipt of such notification.
22A.2	If the breach remains unremedied after the aforesaid notice period has expired, the Party calling on the Party in breach will be entitled, but not compelled, to either terminate this Agreement with immediate effect by written notice to the Party in breach and without prejudice to any of its rights to recover direct loss or direct damage or demand specific performance by the Party in breach.
23	Termination for Default
<i>Substitute Clause 23.1 in its entirety with the following:</i>	
23.1	Either Party shall have the right, without prejudice to its other rights and remedies, to terminate this Agreement forthwith by written notice to the other Party if such other Party-
23.1.1	commits a Material Breach of any provision of this Agreement, and the breach is incapable of remedy;
23.1.2	is unable to pay its debts or becomes commercially insolvent or commits any act of insolvency;
23.1.3	is the subject of any order made or a resolution passed for the administration, winding-up or dissolution for reasons or purposes other than a solvent amalgamation or restructuring;
23.1.4	has an administrative or other receiver, manager, trustee, liquidator, administrator, or similar officer appointed over all or any substantial part of its assets;
23.1.5	enters into or proposes any composition or arrangement with its creditors generally;
23.1.6	files and/or receives an application or resolution for business rescue and/or is placed under business rescue pursuant to the sections of the Companies Act, No. 71 of 2008;
23.1.7	is the subject of any events or circumstances analogous to the foregoing in any applicable jurisdiction.
<i>Add the following new clause after Clause 23.1:</i>	
23.2	Should this Agreement be terminated only in respect of any one or more Services as provided for herein for any reason, this Agreement shall, unless otherwise mutually agreed to in writing between the Parties, remain in full force and effect in respect of the remainder of Services as set out in this Agreement.
25	Force Majeure
<i>Substitute Clause 25 in its entirety with the following -</i>	
25.1	Neither Party shall be liable, or liable for failure to perform its obligations, under this Agreement if the failure results from any Force majeure event.
25.2	In the event of a force majeure event, the Party whose performance is affected by such event shall promptly notify the other Party in writing of such event, and the cause thereof. Unless otherwise directed by the Client

	in writing, the Contractor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall use its best endeavours to seek all reasonable alternative means for performance not prevented by the Force majeure event.
25.3	Should any Force majeure event persist for a continuous period of one (1) month, either Party shall have the right to terminate the Agreement with immediate effect.
31	Notices
<i>Substitute Clause 31 with the following -</i>	
31.1	Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Agreement shall be in writing and forwarded to the addresses specified in the Agreement and may be given as set out hereunder and shall be deemed to have been received when: <ul style="list-style-type: none"> (i) hand delivered – on the day of delivery; (ii) registered mail – five (5) working days after mailing; (iii) email – after it has been sent
<i>Add the following clauses after Clause 34 -</i>	
35	Whole Agreement
35.1	The Agreement between the Parties shall inter alia comprise of the following documents –
35.1.1	the Bid Document;
25.1.2	these Special Conditions of Contract;
35.1.3	the Supplier's bid submission in response to Bid Ref: NRF/SARAO SDP/08/2022-23;
35.1.4	the Supplier's bid price submission in response to Bid Ref: NRF/SARAO SDP/08/2022-23;
35.1.5	any Annexures, Schedules or Addendums referred to in the abovementioned documents.
35.2	In the event of a conflict between the General Conditions of Contract and the Special Conditions of Contract, the latter will prevail.
35.3	The Agreement documentation as referred to in Clause 35.1 above, subject to Clause 35.2 above, supersedes and replaces any prior arrangements, agreements and understandings of any nature whatsoever that may exist between the Parties with regards to any aspect, matter or thing referred to herein and shall be the sole recordal device of the Parties' rights and obligations vis-à-vis each other, in relation to the subject matter hereof.
36	Occupational Health and Safety when working on the Purchaser's Premises
36.1	All personnel performing work on the Purchaser's Premises as part of this Agreement are required to undergo safety induction.

36.2	Over and above the obligations required by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the Supplier will be required to comply with all relevant health and safety instructions given to them by the Purchaser's site safety Personnel, where relevant. Personal protection equipment, including closed safety shoes, hard hats, height safety equipment, and high visibility vests must be worn at all times while on the work site. All Personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
35.3	The Supplier, once signing the Agreement, is responsible for itself, its Personnel, and all persons affected by its operations in terms of the Act and regulations promulgated in terms thereof. The Supplier must perform all work and use equipment on site in compliance with the provisions of the Act.
35.4	Where required by the Purchaser, the Supplier must submit its Letter of Good Standing in terms of the COID Act to the Purchaser, and must ensure that it remains valid for the duration of the Agreement.
35.5	The Supplier must maintain a health and safety plan complying with the requirements of the Act during the period that the Services takes place on the Purchaser's Premises.
35.6	The Supplier shall accept liability for any contraventions of the Act. Each member of the Supplier's Personnel (including sub-contracted personnel), must submit a signed indemnity form prior to entering the Purchaser's Premises, which forms must be kept in the Supplier's health and safety file.

GENERAL CONDITIONS OF CONTRACT (GCC)

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

The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation compiles separate Special Conditions of Contract (SCC) relevant to this bid where applicable supplementing the General Conditions of Contract. Where there is conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC 1	Definitions – The following terms shall be interpreted as indicated:
1.1	“Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
1.2	“Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	“Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	“Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	“Country of origin” means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	“Day” means calendar day.
1.8	“Delivery” means delivery in compliance of the conditions of the contract or order.
1.9	“Delivery ex stock” means immediate delivery directly from stock actually on hand.
1.10	“Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	“Dumping” occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	” Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution

	of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" mean the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
1.17	"Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site", where applicable, means the place indicated in bidding documents.
1.21	"Purchaser" means the organization purchasing the goods.
1.22	"Republic" means the Republic of South Africa.
1.23	"SCC" means the Special Conditions of Contract.
1.24	"Services" means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application
2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	General

3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
GCC6	Patent rights
6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	Performance security
7.1	Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
7.3	<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>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>7.3.2 cashier's or certified cheque.</p>

7.4	The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
GCC8	Inspections, tests and analyses
8.1	All pre-bidding testing will be for the account of the bidder.
8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the supplier's cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
GCC10	Delivery and Documentation

10.1	Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
10.2	Documents submitted by the supplier specified in SCC.
GCC11	Insurance
11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
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>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>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
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design,

	materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.
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.
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 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.</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 time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Authority will, at the discretion of the Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Authority actively associated.
23.6	<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 ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
GCC25	Force Majeure

25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	Notwithstanding any reference to mediation and/or court proceedings herein, 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and 27.5.2 the purchaser shall pay the supplier any monies due the supplier.
GCC28	Limitation of liability
28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
GCC33	National Industrial Participation Programme
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.1 – PRICING

PRICING INSTRUCTIONS

1.	Applicable Currency: All prices shall be quoted in South African Rand.
2.	Completion of Pricing Schedule: Bidders shall complete the pricing schedule in full, inserting all the information required therein. In addition to the pricing schedule in this bid document, bidders may prepare a more detailed pricing schedule should they wish to do so, and include this in their pricing proposal, provided that such additional pricing schedule is in line with the deliverables on the SARAO issued pricing schedule.
3.	Applicability of Quoted Prices: All quoted prices must remain firm for the duration of the contract, unless stipulated otherwise in the special conditions of contract.
4.	Total Bid Cost: Prices quoted must be inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods.
5.	Exchange Rate Fluctuations: Where imported goods or services are to be used, and pricing is subject to exchange rate fluctuations, the applicable foreign currency must be stipulated, as well as the exchange rate at the time of bidding. The portion of the bid price subject to exchange rate fluctuations must be stated.

PRICING SCHEDULE – NON-FIRM PRICES

(PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder	Bid number: NRF/SARAO SDP/08/2022-23
Closing Time: 11.00AM	Closing date: 23 January 2023

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
**(ALL APPLICABLE TAXES INCLUDED).			

NOTE: CARRY OVER BID PRICE TO PRICING SCHEDULE ON PAGE 41

-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - Delivery: *Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B 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.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

BID PRICE SCHEDULE (SBD 3.2)

(Submit pricing in separate electronic folder)

NO	DESCRIPTION	UNIT PRICE	TOTAL (Excluding VAT)
1.1	Ingest servers Processing Nodes - Group 1 (INGEST)		
1.2	Calibration servers Processing Nodes - Group 2 (CALIBRATION)		
1.3	VBP/BFI servers Processing Nodes - Group 3 (VBP/BFI)		
1.4	Proxmox/MC servers Processing Nodes - Group 4 (Proxmox/Mesos)		
1.5	FWR servers Processing Nodes - Group 5 (FWR)		
2	Supply networking Switch		
3	5-Year Warranty (on all servers, drives and the switch)		
Sub-total			R
VAT (15%)			R
Total Bid Price (incl. VAT)			R

PART C – RETURNABLE SCHEDULES

INVITATION TO BID (SBD 1)			
Bid number		NRF/SARAO SDP/08/2022-23	
Closing date and time		Monday, 23 January 2023 at 11.00AM	
SUMMARY OF BID REQUIREMENTS			
SUPPLY, INSTALLATION AND CONFIGURATION OF COMPUTE SERVERS AND NETWORK DEVICES			
Two envelope system		Yes (Electronic)	
Bid validity period from date of closure		Ninety (90) days	
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		OR 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]										
<table border="1"> <tr> <td>Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <p>If the answer is “No” to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).</p>				Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
BID SUBMISSION													
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.												
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.												

3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000. the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.
4.	The successful bidder will be required to fill in and sign the contract signature form (SBD7.1) for this contract.
TAX COMPLIANCE REQUIREMENTS	
1.	Bidder must ensure compliance with their tax obligations.
2.	Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
3.	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website www.sars.gov.za .
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website www.sars.gov.za .
5.	In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate TCS certificate/PIN/CSD number.
6.	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state.

SBD 4 BIDDER'S DISCLOSURE		
1.	PURPOSE OF THE FORM	
1.1	<p>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.</p> <p>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.</p>	
2.	BIDDER'S DECLARATION	
2.1	Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person	YES / NO

	having a controlling interest ² in the enterprise,																						
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 -																						
	<table border="1"> <thead> <tr> <th>Full Name</th><th>Identity Number</th><th>Name of State Institution</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>		Full Name	Identity Number	Name of State Institution																		
Full Name	Identity Number	Name of State Institution																					
2.2	Do you, or any person connected with the bidder, have a relationship with any person employed by the procuring entity?	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:																						

² 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.

3.	DECLARATION
<p>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 -</p>	
3.1	I have read and understand the contents of this disclosure;
3.2	I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3	The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium ³ will not be construed as collusive bidding.
3.4	In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5	There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
3.6	I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
CERTIFICATION	

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

I ACCEPT THAT THE STATE MAY REJECT MY 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.

.....
Date

.....
Signature

.....
Position

.....
Name of bidder

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the

- provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (e) **“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;
 - (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
 - (g) **“price”** includes all applicable taxes less all unconditional discounts;
 - (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
 - (i) **“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;
 - (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

3.1 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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT 3.3 POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(**Tick applicable box**)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer

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

[TICK APPLICABLE BOX]

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

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

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - disqualify the person from the bidding process;
 - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 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;
 - recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - forward the matter for criminal prosecution.

WITNESSES

.....

.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

REFERENCE LETTER TEMPLATE

Referee Legal Name:

Company:

Bid Number:

NRF/SARAO SDP/08/2022-23

Bid Description: SUPPLY, INSTALLATION AND CONFIGURATION OF COMPUTE SERVERS AND NETWORK DEVICES

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

Criteria/Risks

**Below
requirements**

**Meets
requirements**

Exceeds requirements

Professionalism in dealing with service provider;
was service provider helpful, always available to
assist

Delivery of goods – Were the goods delivered
timeously, undamaged from original packaging?

Did the storage servers, when tested, meet your
specifications?

Was a valid warranty provided?

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)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SARAO in accordance with the requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk. My offer remains binding upon me and open for acceptance by SARAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

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

I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder:

Capacity under which this bid is signed (Proof of authority must be submitted e.g. company resolution)

NOTE ON FRAUD OR CORRUPTION IN THE TENDER PROCESS

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

ANNEXURE A - ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS

The objective of this document is to provide guidelines and prescripts on the submission of electronic bids.

Conditions for electronic submissions: This section applies to electronic bid submissions, wherein the NRF has a responsibility to ensure that appropriate controls and processes are in place, as follows⁴ -

- Valid process of ensuring that bidders' electronic signatures comply with applicable legislation, such as The Electronic Communications and Transactions Act, 25 of 2002 (the ECT Act);
- System records exact time and date of submission in a manner that provides appropriate probity to stakeholders such as auditors;
- System to prevent unauthorised access to electronic systems, and to generate evidence in the event of infringement;
- System of record-keeping that meets legislative requirements such as The National Archives and Records Service of South Africa Act (Act. No. 43 of 1996, as amended).

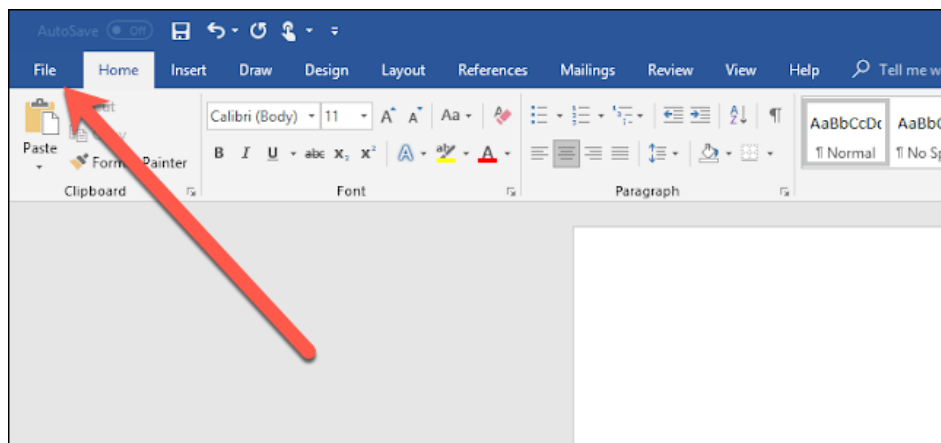
PRESCRIPTS

- All files must be submitted in pdf format unless otherwise stated.
- **Two envelope system:** All bid documents must be submitted only to the email address specified on the NRF bid document.
- Bidders must ensure that their submission is no bigger than the file size limit specified in the bid document.
 - Files must be zipped if necessary, to ensure that they are within the specified file size limit
- The subject of the bid submission email must include the bid number and description, as specified in the bid document.

GUIDELINES

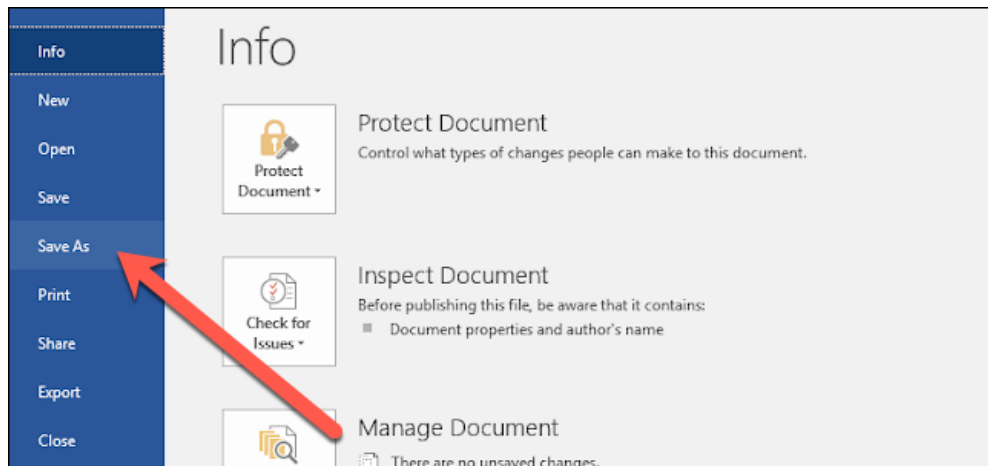
Converting Word Document to PDF

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

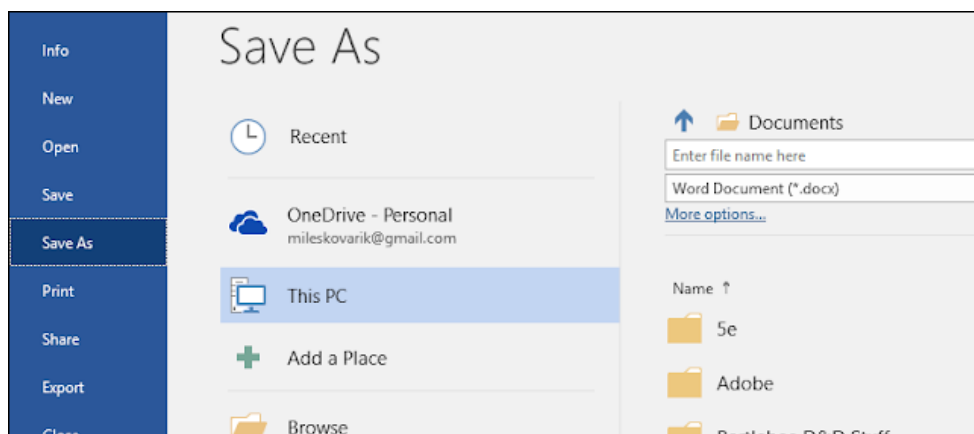


- On the backstage screen, select “Save As” from the list on the left.

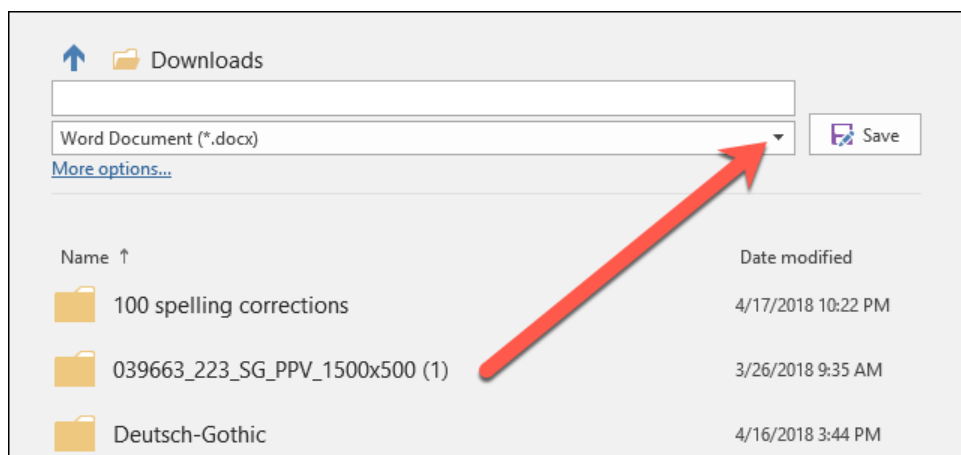
⁴ SANS 10845-1 paragraph 4.7



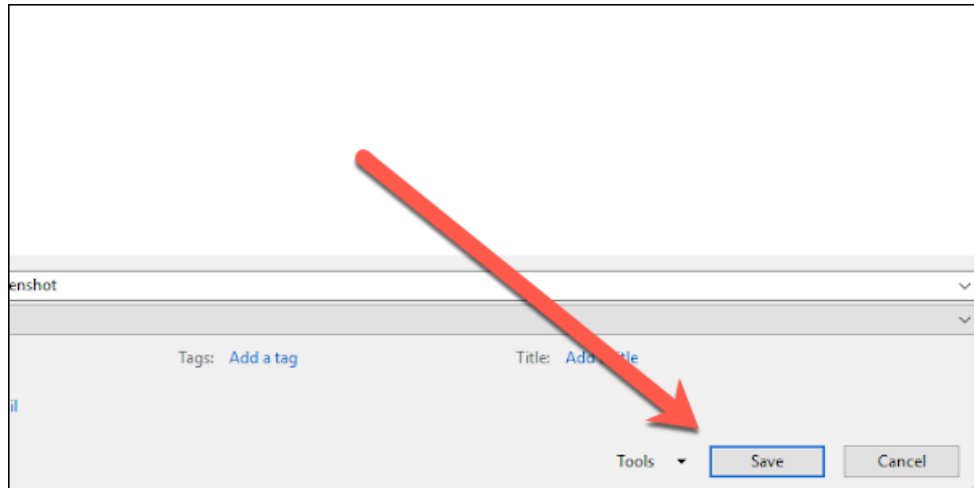
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



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



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



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

Zipping your Files

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