

## INVITATION TO BID

### BID DESCRIPTION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PAYROLL SERVICES FOR THE NATIONAL YOUTH SERVICE PROGRAMME ON BEHALF OF NRF FOR A PERIOD OF 36 MONTHS

#### ATTENTION – FRAUD ALERT!!!!!!!

It is common for scammers to call potential bidders pretending to be NRF's employees and offering to swing tenders your way for a fee.

#### DO NOT FALL FOR IT, IT IS A SCAM!

The NRF and its employees 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.

<b>Bidder Name:</b>	
<b>Number:</b>	NRF/SAASTA YSP2/64/2025-2026
<b>Closing Date:</b>	30 January 2026
<b>Closing Time:</b>	11:00 am
<b>Online Compulsory Briefing Session: Date and Time:</b>	Online (MS Teams) Meeting ID: 325 802 884 211 34 <b>Passcode:</b> Tx2bW38T  16 January 2026 @ 11:00 am <b>NB:</b> Bidders who fail to join the online <b>compulsory briefing session</b> will be disqualified from the tender process. Attendance is mandatory for consideration.
<b>Bid documents are available on the following websites:</b>	<a href="http://www.saasta.ac.za">www.saasta.ac.za</a> ; <a href="http://www.nrf.ac.za">www.nrf.ac.za</a> ; <a href="http://www.etender.gov.za">www.etender.gov.za</a>
<b>Bid Submission Address</b>	Bid application via the National Treasury e-submission. Below is link and instructions for the application process: <a href="https://admin.etenders.gov.za/Identity/Account/Login?ReturnUrl=%2F/">https://admin.etenders.gov.za/Identity/Account/Login?ReturnUrl=%2F/</a> To respond to a tender, you need to follow the below steps: Go to the national treasury e-tender website. Select tender number in search by, Enter the tender number, The tender will appear and click on it, you look for tender with the Tick sign ✓ for e-submissions, you click the plus + sign to expand, you scroll down and click start e- submission. Log in with your CSD log in details, you can then proceed from there.
<b>Bids Labelling</b>	Folders must be titled with the bidder's company name, bid number, and folder type—for example, 'Proposal Folder' and 'SBD 3.2 Price Folder'—in accordance with the TABs created for submission on the e-Tender Portal.
<b>Bid enquiries are directed in writing to:</b>	
<b>Section</b>	Supply Chain Management
<b>Contact person</b>	Ms. Yanga Nkenkana
<b>Email address</b>	<a href="mailto:Y.Nkenkana@saasta.nrf.ac.za">Y.Nkenkana@saasta.nrf.ac.za</a>

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# INTRODUCTION

## INTRODUCTION TO THE NRF

The National Research Foundation Act, Act 23 of 1998, establishes the National Research Foundation (“NRF”) as the juristic legal entity that will contract with the awarded bidder.

Please visit the NRF website ([www.nrf.ac.za](http://www.nrf.ac.za)) for more information.

## INTRODUCTION TO THE BUSINESS UNIT

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF with the mandate to advance public awareness, appreciation and engagement of science, technology, engineering, mathematics and innovation (STEMI) in South Africa.

## CONTEXT OF THIS PROCUREMENT NEED

### PURPOSE OF THIS INVITATION

The objective is to appoint a service provider that will run a payroll function for National Youth Service Programme (NYSP) (Volunteers and Interns) for a period of Thirty-Six (36) months on behalf of NRF. The estimated total number of NYSP Volunteers and Interns will be two hundred and fifty (250) per year and the stipend will be paid monthly.

### NATIONAL YOUTH SERVICE PROGRAMME

National Youth Service Programme is a government-wide initiative that seeks to contribute to the enhancement of youth as the current and future social capital of the country. All government departments are required to implement NYS programmes to facilitate the involvement of various government departments in the NYSP, a set of principles that guide the design and implementation of NYSP have been put in place. Among them is a three-tiered implementation model (comprising community service, learning and personal development; and exit opportunities) that should be followed by all the NYSP.

### GOALS FOR NYSP

- To inculcate a culture of services by supporting youth to participate constructively in nation building activities.
- To inculcate in young people an understanding of their role in the promotion of civic awareness and national reconstruction
- To develop the skills, knowledge and abilities of young people to enable them to make the transition to adulthood.
- To improve youth employability through opportunities for work experience, skills development and support to gain access to economic and further learning opportunities;
- To harness the nation’s untapped human resources and.
- To provide a vehicle for enhancing the delivery of the country’s development objectives, especially to disadvantaged and underserved communities.

## DETAILED SERVICE SPECIFICATIONS

### 1. Scope of the required Services

#### Description of Service:

Management of payroll operations for the National Youth Service Programme, encompassing payroll processing, report generation, payslip production, SARS returns and payments, as well as leave administration on behalf of NRF.

#### Description of Service to be Rendered:

No.	Description of Deliverable
	<b>Administration</b>
1	Load new engagements and capture all monthly inputs on payroll
2	Capture resignations
3	Manage expiry of contracts and terminations
4	Capture pro-rata payments
5	Capture advances and back pays
	<b>Payroll</b>
6	Produce and print payroll reports and payslips
7	Dispatch payroll reports and payslips to Volunteers and Interns
8	Generate EFT for payments and make payments
9	Audit payroll reports and balance payroll
10	Carryout checks and input corrections
11	Monthly UIF and Tax reports
	<b>Annual SARS Submission</b>
12	Produce live SARS electronic files
13	Prepare payroll for tax year end
14	Backup Volunteers and Interns payroll data and information
15	Input tax table updates
16	Prepare annual tax recons
17	IRP5'S
	<b>Leave Management</b>

18	Capture leave accumulation
19	Prepare Leave reports
20	Load leave types (Annual, Sick, Study, Maternity and Family responsibility)
21	ESS module (To load leave types, payslips, IRP5's)
	<b>COIDA Payments</b>
22	Manage COIDA deductions
23	Prepare COIDA reports monthly
24	Annual COIDA recons and returns
<u>25</u>	<b>Data Hosting</b>
	Service provider to provide details on the hosting provider, security measures, and compliance with applicable data protection regulation.
26	<b>Data Retention and Management Upon Contract Termination</b>
	<p>Upon termination or expiry of the contract, all data and reports generated through the system shall remain the property of SAASTA and must remain accessible to SAASTA for audit and record-keeping purposes.</p> <p>The service provider shall at no additional cost:</p> <p>Provide SAASTA with a complete and accurate copy of all data and reports in a mutually agreed format upon termination or expiry of the contract; and</p> <p>SAASTA requires that the data and backups be retained by the service provider for a limited period of Sixty (60) months post expiry of the contract to accommodate audits or queries</p>

## 2. Deliverables

2.1. The Service Provider is required to adhere to the following monthly and as and when required :(all reports should be on soft copy except where clearly stipulated) to provide NRF with.

2.1.1 Detailed reports of all inputs captured

2.1.2 Variance reports on monthly basis prior to pay-outs

2.1.3 Financial reports on monthly basis prior to pay-outs

2.1.4 Final reports after receiving confirmation to pay-out from NRF

2.1.5 Electronic Payslips and send out e-payslips to Volunteers and Interns

2.1.6 EMP 201 reports

2.1.7 PAYE reports

2.1.8 UIF reports

2.1.9 COIDA reports

2.1.10 Remuneration reports

2.1.11 Leave reports (Accruals and leave taken)

2.1.12 The headcount/information report that will includes resignations, expiry of contracts, biographical information, qualifications, etc.

## 3. Delivery management:

### 3.1. Minimum service level

Description	Frequency and timeline
Payroll reports (Remuneration reports, UIF, Tax, Leave, Stipend, COIDA etc. as stipulated in the specifications.)	On the 18 <sup>th</sup> of every month and as and when required without additional charges
Service Provider will be expected to resolve payroll queries from NRF	Within 48 hours
Payment of volunteers and Interns on time	Every last working day of the month
Financial report (total cost spent monthly)	On the 15 <sup>th</sup> of every month
EMP501	Bi annually as per tax legislation

### 4. Quantity – refer to price schedule

#### Number of Volunteers and Interns:

The estimated total number of NYS Volunteers and Interns will be two-hundred and fifty (250) per year

#### 5. Site where the bidder needs to deliver

5.1. The services will be rendered to NRF People and Culture (P&C) located at 211 Nana Sita Street, Didacta Building, Pretoria

#### 6. End user for the project

6.1. The service provider will report to NRF People and Culture.

#### 7. Unique/interchangeability:

7.1. The bidder will be working in a remote location.

#### 8. Relations: Interdependencies

8.1. The bidder should always receive inputs from the NRF People and Culture five (5) days prior to capturing inputs on the payroll system (terminations, appointments, leave pay-outs etc.)

#### 9. Duration of Service

Thirty-Six (36) Months.

#### 10. Response times

10.1. Service Provider will be expected to resolve queries from NRF within 48 hours

## DUE DILIGENCE OF BIDDER'S HISTORY AND CAPACITY

NRF reserves the right to conduct due diligence on information supplied

#### 1. Procurement invitation

1.1. SBD 1 completed with bidder's information.

#### 2. Declaration of Interests with Government

2.1. SBD 4 completed with bidder's information

#### 3. Preference points claimed

3.1. SBD 6.1 completed with bidder's information

3.2. Valid copy of B-BBEE certificate or copy of a certified affidavit in order to claim NRF set specific goals attached in the annexures to the bid document

#### 4. Central Supplier Database Registration

4.1. CSD report attached reflecting legal details, registration numbers, and details of directors' shareholding

- 4.2. CSD report reflects compliant tax status
- 5. Bid offer signature**
  - 5.1. SBD 1 offer signature is signed encompassing all documents in the submission
- 6. References**
  - 6.1. Three (3) written contactable reference letters with contact details for those customers for whom the bidder has worked within the last sixty (60) months in payroll management and administration. This will be validated prior awarding.
- 7. Pricing**
  - 7.1. SBD 3.1 in this document to be completed.
- 8. Bidder's profile**
  - 8.1. Bidders provide NRF with detailed profile, including at minimum:
    - 8.1.1. Length of time providing payroll services, including the three clients that the bidder provided payroll services with a summary of names, contact numbers, complexity and size of the payroll administration over the last sixty (60) months. The bidder must at least submit the details of the three payroll administration contracts (the three measured in annual revenue).
- 9. Bidder's financial sustainability (Due diligence will be conducted prior the acceptance of the bidders offers)**
  - 9.1. Company's credit report from ranking agency
  - 9.2. Financial report or financial statement; if qualified, NRF reserves the right to reject the bid
  - 9.3. Disclosure if in business rescue
- 10. Bidder's technical qualification**
  - 10.1. The NRF only considers bidders that have the technical qualifications for the nature of the required services/goods. The onus is on the bidder to provide appropriate proof, unless indicated to the contrary.
  - 10.2. Examples of appropriate proof:
    - 10.2.1. Professional services: The minimum qualification for the lead member of the team servicing NRF is any payroll qualification and a minimum of five years in payroll management and administration. Copies of CV and professional qualification for lead member to be attached.
    - 10.2.2. Membership of the professional bodies of the team leader within the payroll sector to be provided.

**NB:** This will be validated during the evaluation process
- 11. Bidder's experience**
  - 11.1. A minimum of five years' experience in payroll management is required. It is the bidder's responsibility to highlight clearly in their proposal or profile the actual date which they have started to provide payroll services.
  - 11.2. The NRF only considers bidders that have equivalent (or better) experience in both size and complexity in different projects. The onus is on the bidder to provide proof.
  - 11.3. Three (3) written reference letters with contact details for those customers for whom the bidder has worked within the last sixty (60) months in payroll management and administration. This will be calculated to the date of submission. The company registration date will not serve as the start date of service offering
- 12. Bidder's methodology**
  - 12.1. The NRF only considers bidders that are able to demonstrate appropriate methodology.
  - 12.2. Examples of acceptable methodologies as per the scope of work, a project plan on how the bidder will approach the project.
- 13. Bidder's risk management**
  - 13.1. The NRF considers bidders that are able to demonstrate contingency planning

<p>13.2. Examples:</p> <p>13.2.1. Redundancy for unforeseen delays or occurrences will be considered.</p> <p>13.2.2. Labour unrest</p> <p><b>14.COIDA</b></p> <p>14.1 The NRF considers bidders that have a letter of good standing with COIDA</p> <p><b>15.UIF</b></p> <p>15.1 The NRF considers bidders that are registered with UIF</p>
<h2>CONTRACT PERIOD</h2>
<p>The contractual period for this bid is Thirty-Six (36) months. Commencement will be date of final signature on the SBD 7.1 Contract Signing Form.</p>
<h2>SPECIAL CONDITIONS FOR CONTRACT MANAGEMENT</h2>
<p>(Special conditions amending specific clauses of the general conditions of contract reference the specific clause in the title). The recommended bidder should be aware that there will be a one-month hand over in advance.</p>
<p><u><b>Contract manager</b></u></p> <p>Upon appointment, the appointed bidder will liaise with the following contract manager:</p> <p>Position: People and Culture Business Partner</p>
<p><u><b>Contract management process</b></u></p> <p><u>Project plan and budget</u></p> <p>The final project plan will be populated by the appointed bidder, together with a quarterly budget and key performance indicators. The plan and budget will be signed by both parties.</p> <p><u>Project expenditure</u></p> <p>Project expenditure compared to the approved budget, and actual KPI's compared to agreed KPI's, will be provided by the appointed bidder to the NRF contract manager on a quarterly basis, within seven days of the end of the quarter, together with an updated and agreed budget for expenditure, and updated and agreed KPIs for the next quarter.</p> <p><u>Project minutes</u></p> <p>Project minutes will be generated by the appointed bidder to record important decisions and provided for approval to the NRF appointed contract manager within seven working days of the meeting date.</p>
<p><u><b>Implementation planning and project management</b></u></p> <p>The appointed bidder will arrange an initial meeting to determine final delivery execution with the appointed NRF contract manager in terms of the specified delivery management in this document. Both parties agree on the finalised timetable clearly stating the commencement date and completion date of each stage of the implementation. The NRF will issue purchase orders with the finalised delivery management timings as a project control tool.</p>
<p><u><b>Performance verification (General Condition of Contract Clause No 16)</b></u></p> <p>The NRF appointed contract manager verifies the performance of this contract with reference to the required delivered equipment and commissioning services and any other element specified in this contract.</p> <p>Both parties verify this through signing the verification documentation. Both parties, at this time, agree on quantity, unit cost, and total value on the same signed document.</p>
<p><u><b>Contract due diligence during the contract period</b></u></p>



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

#### Communication (General Condition of Contract Clause No: 31)

The contracted parties communicate in writing through mail, physical delivery, or email. The appointed bidder states the contract number and purchase order number, if the latter is applicable, on communication documentation. The appointed bidder does not act upon any communication without the contract number or must verify such communication with the NRF appointed contract manager prior to acting upon it.

#### Jigs and tools

All templates, and similar documents necessary for the execution of this contract are property of the NRF where the NRF pays for these. On completion or cancellation of the contract, the appointed bidder returns all NRF property to the NRF.

#### Delivery and documentation (General Condition of Contract Clause No: 10)

The bidder must submit a valid invoice for payment processing on monthly basis clearly indicated the tender number as reference.

#### Incidental services (General Condition of Contract Clause No: 13)

Incidental services include all services to support the contract with the minimum of training, technical support, software upgrades, firmware upgrades, component upgrades, calibration services, and maintenance/repairs services.

In the event that this section is invoked it is only valid if confirmed through the issue of a written purchase order that specifies quantity, description, unit price, and delivery date as a minimum.

#### Payment (General Condition of Contract Clause No: 16)

Payment terms are within 30 working days of receipt of invoice issued following successful acceptance tests and where the invoices are accompanied by NRF appointed contract manager signed delivery validation documents of performance/delivery stating acceptance of quantity, acceptance to specification, and unit pricing in agreement with the contract and any purchase orders issued in terms of the contract.

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

#### Prices (General Condition of Contract Clause No: 17)

The price schedule for goods delivered and services performed under the contract shall not vary from the prices quoted by the appointed bidder in his bid with the NRF with the exception of any price adjustments authorized in this section.

- |    |  |
|----|--|
| 1. | <b>Exceptions:</b> Exceptions to the clause are incidental services, changes in Value Added Tax as gazetted, exchange rates and spare parts.   |
| 2. | <b>Price Adjustment Rules:</b> Price adjustments and their corresponding rules for the managing of price risks based on the NRF and the appointed bidder sharing the risk equally.<br>The total bid price will exclude all statutory increases |
| 3. | <b>Ceiling Price Calculation:</b> The NRF provides bidding estimates of quantities to allow for the calculation of a bidding price for the contract that allows an equal comparison basis equitable to all bidders for award selection.        |
| 4. | <b>Commitment to Contracted Services Provider:</b> The NRF, through the signed contract, guarantees its procurement from the appointed bidder only where the appointed bidder meets the contractual performance                                |

	levels.
5.	<b><u>Contract Price Management in terms of the Contract:</u></b> The NRF issues written purchase orders authorising the work as required in this contract as addendums to the contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with this contract. The NRF, when issuing the written purchase order, guarantees that the funding is available for the value of that purchase order.
6.	<b><u>Calculating the Bid Ceiling Price:</u></b> The NRF provides bidding quantities to bidders for calculating their bid ceiling price that allows for a fair and equal comparison equitable to all bidders for award selection.
7.	<b><u>Contract Price:</u></b> The cumulative value of all purchase orders issued and paid for is the total value of the signed contract at the expiry/completion date of the contract.
<b><u>Subcontract (General Condition of Contract Clause No: 20)</u></b> Any sub-contract to another party complies with the requirements of the Preferential Procurement Policy Framework Act and its regulations.	
<b><u>Termination for default (General Condition of Contract Clause No: 23)</u></b> In the event of the non-performance as per the agreed contract, the NRF will appoint an alternative at the cost of the appointed bidder. The defaulting appointed bidder is obliged to settle the damages/additional costs that the NRF has incurred as result of the non-performance of the appointed bidder.	
<b><u>OHS -Occupational Health and Safety when working on NRF sites:</u></b> All personnel performing work on NRF site/s as part of this contract are responsible to obtain safety induction. Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are 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. The appointed bidder, once signing the contract (SBD 7.1), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed bidder performs all work and uses equipment on site complying with the provisions of the Act. To this end, the appointed bidder shall make available to the NRF on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The appointed bidder furnishes its registration number with the office of the Compensation Commissioner. The appointed bidder maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site. The NRF manages the appointed bidder in his capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The appointed bidder accepts liability for any contraventions to the Act. Each member of the appointed bidder's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the appointed bidder's health and safety file.	
<b>PERFORMANCE LEVELS (General Condition of Contract Clause No: 22)</b>	
If the appointed bidder fails to meet any performance level: <ol style="list-style-type: none"> <li>The appointed bidder shall investigate and report on the root causes of the performance level failure.</li> <li>Promptly correct the failure and begin meeting the set performance levels.</li> <li>Advise the NRF as to the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and</li> </ol>	

d. Take appropriate preventive measures to prevent the recurrence of the performance level failure.

## STATEMENT OF PERFORMANCE LEVELS

Performance being Measured	Measurement Methodology	Escalation penalty	Penalty and Trigger Level
Payroll reports (Remuneration reports, UIF, Tax, Leave, Stipend, COIDA etc. as stipulated in the specifications.)	Reports to be submitted to NRF as per the delivery management timelines in this bid document.	First breach → Reminder / warning letter.  Second breach → Financial penalty (e.g., deduction or credit).  Third breach → Escalation to senior management, higher penalty.  Repeated breaches → Contract review/termination.	From Second breach, 2% of the service fee of the relevant month will be deducted.
Service Provider will be expected to resolve payroll queries from NRF	Unable to resolve payroll queries within 48 hours	First breach → Final warning letter.  Repeated breaches → Contract review/termination.	From second breach 2% of the service fee of the relevant month will be deducted.
Payment of Volunteers and Interns on time	If Volunteers and Interns are not paid within the last working day of the month	First breach → Reminder / warning letter.  Second breach → Financial penalty (e.g., deduction or credit).  Third breach → Escalation to senior management, higher penalty.  Repeated breaches → Contract review/termination.	From second breach 5% of the service fee of the relevant month will be deducted.
Financial reports (total cost spent)	Financial report of the total cost spent to be sent monthly	First breach → Reminder / warning letter.	From second breach 2% of the service fee of

Performance being Measured	Measurement Methodology	Escalation penalty	Penalty and Trigger Level
	as per the per the delivery management service level (timeline) on page 5.	<p>Second breach → Financial penalty (e.g., deduction or credit).</p> <p>Third breach → Escalation to senior management, higher penalty.</p> <p>Repeated breaches → Contract review/termination.</p>	the relevant month will be deducted.
Failure to deliver	Proof that the bidder is unable to meet deadlines and deliverables on continuous basis that compromise the service standards	<p>First breach → Final warning letter.</p> <p>Second breach → Contract review/termination</p>	Termination of contract.

## EVALUATION PROCESS

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

**Administrative stage (One):** Compliance with administrative and evaluation requirements as stated in Part A. All bidders that fail to meet these requirements are disqualified from further evaluation.

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

**Scoring stage (Three):** Points are scored on the basis of both Price and NRF set specific goals as indicated on SBD 1 in accordance with the PPPFA

## BIDDER NEEDS TO KNOW

### ACKNOWLEDGEMENT OF READING EACH PAGE

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

### CENTRAL SUPPLIER DATABASE REGISTRATION

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

### CLARIFICATION

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

### RESPONSE PREPARATION COSTS

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

### COUNTER PROPOSALS

No counter proposals are accepted.

### SUBMISSION SYSTEM

The NRF, in the interests of transparent procurement, utilises the electronic submissions through National Treasury e-tender portal that allows the supplier to respond according to the folders i.e. Technical Response (response to scope of work), administrative and Financial Proposal to minimise any form of price bias in the technical selection phase.

- **Documents: Technical Response (response to scope of work), administrative and Financial Proposal**

**Signed bid Form, Company experience and profile, Reference letters 1,2 and 3, Company's MIE consent form, financial report or financial statement, Valid letter of good standing (COIDA), valid UIF registration, CVs of staff and qualifications, B-BBEE certificate, SBD 3.1, Methodology and risk mitigation plan/process, Positive company credit report ,Proof of CSD registration .**

### COLLUSION, FRAUD AND CORRUPTION

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

### FRONTING

The NRF supports the spirit of broad based black economic empowerment and recognizes that achieving real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid

evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

## **DISCLAIMERS**

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

## **GENERAL DEFINITIONS**

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

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

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

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

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

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

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

“Functionality” means the ability of a bidder to provide goods or services in accordance with specifications including quality that deliver the set levels of performance functionality as set out in the bid documents.

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

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

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

## **Checking Tax Compliance**

The NRF verifies tax status as set out in the SBD 1 through the CSD and, for non-resident respondents, obtains the Confirmation of Tax Obligations letter from the South Africa Revenue Services after submitting their SBD 1 tax questionnaire to South Africa Revenue Services.

### **Award and Contract Signing**

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

### **Cancellation of the Bid prior to Award**

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

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

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

## **GENERAL CONDITIONS OF CONTRACT**

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

**The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause that requires the addition of Special Conditions in the Special Condition of Contract Section in above in Part A.**

GCC 1	<b>Definitions - The following terms shall be interpreted as indicated:</b>
1.1	"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
1.2	"Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	"Countervailing duties" imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	"Day" means calendar day.
1.8	"Delivery" means delivery in compliance of the conditions of the contract or order.
1.9	"Delivery ex stock" means immediate delivery directly from stock actually on hand.
1.10	"Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

GENERAL CONDITIONS OF CONTRACT	
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 ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	<b>Application</b>
2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract laid down to, cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	<b>General</b>
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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> .
GCC 4	<b>Standards</b>
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC5	<b>Use of contract documents and information</b>
5.1	The supplier shall not disclose, without the purchaser's prior written consent, the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.



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5.2	The supplier shall not make, without the purchaser's prior written consent, use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
SCC5A	<p><b>Copyright and Intellectual Property</b></p> <p><b>Intellectual property</b> are creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).</p> <p><b>Background intellectual property</b> is the intellectual property pertaining to this contract, created, and owned by any of the contracted parties to this contract prior to the effective date of this contract.</p> <p><b>Contract intellectual property</b> is the intellectual property created by the parties to this contract for and in the execution of the contract.</p> <p>All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.</p> <p>The contracted supplier/party grants the National Research Foundation a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the National Research Foundation to obtain the full benefit of the contracted deliverables for this contract.</p> <p>The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the National Research Foundation unless where agreed in writing to a different allocation of the ownership of the contract intellectual property as set out in the below special condition (SCC 5B).</p> <p>Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted supplier/party agrees to assist the National Research Foundation in obtaining statutory protection for the contract intellectual property at the expense of the National Research Foundation wherever the National Research Foundation may choose to obtain such statutory protection.</p> <p>The contracted supplier/party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the National Research Foundation or as the National Research Foundation may direct, and to support the National Research Foundation or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The contracted supplier/party irrevocably appoints the National Research Foundation to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the National Research Foundation in its discretion requires in order to give effect to the terms of this clause.</p>
SCC5B	<p><b>Confidentiality</b></p> <p>The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the National Research Foundation and after termination of its involvement with the National Research Foundation, the recipient shall not:</p> <ol style="list-style-type: none"> <li>Disclose the confidential information, directly or indirectly, to any person or entity, without the National Research Foundation's prior written consent.</li> <li>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</li> <li>Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.</li> </ol> <p>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</p>

## GENERAL CONDITIONS OF CONTRACT

	<p>and after termination of their respective associations with the recipient, not to</p> <ol style="list-style-type: none"> <li>Disclose the confidential information to any third party, or</li> <li>Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,</li> <li>The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.</li> </ol> <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ol style="list-style-type: none"> <li>Was independently developed by the recipient prior to its involvement with the National Research Foundation or in the possession of the recipient prior to its involvement with the National Research Foundation;</li> <li>Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;</li> <li>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 National Research Foundation, or</li> <li>Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the National Research Foundation of such requirement prior to any disclosure.</li> </ol> <p>The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the National Research Foundation all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:</p> <ol style="list-style-type: none"> <li>All written disclosures received from the NRF</li> <li>All written transcripts of confidential information disclosed verbally by the National Research Foundation; and</li> <li>All material embodiments of the contract intellectual property.</li> </ol> <p>The recipient acknowledges that the confidential information 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.</p> <p>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.</p> <p>The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.</p>
SCC5C	<p><b>Protection of Private Information</b></p> <p>The supplier hereby gives the NRF 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 supplier gives its voluntary explicit consent to the terms of this special condition.</p>
GCC6	<p><b>Patent rights</b></p>
6.1	<p>The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
GCC7	<p><b>Performance security</b></p>
7.1	<p>Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p>
7.2	<p>The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's</p>

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	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 style="padding-left: 40px;">7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser: or</p> <p style="padding-left: 40px;">7.3.2 a cashier's or certified cheque.</p>
7.4	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	<b>Inspections, tests and analyses</b>
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 contract makes no mention, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
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 suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	<b>Packing</b>
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their 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	<b>Delivery and Documentation</b>
10.1	The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier.
10.2	Documents submitted by the supplier specified in SCC.
GCC11	<b>Insurance</b>
11.1	The goods supplied under the contract are fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	<b>Transportation</b>

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12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	<b>Incidental services</b>
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	<b>Spare parts</b>
14.1	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</p> <p>14.1.2 In the event of termination of production of the spare parts:</p> <p style="padding-left: 40px;">14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p style="padding-left: 40px;">14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC15	<b>Warranty</b>
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	<b>Payment</b>
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	<b>Prices</b>
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by

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	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	<b>Contract amendment</b>
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	<b>Assignment</b>
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	<b>Subcontract</b>
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	<b>Delays in supplier's performance</b>
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	<b>Penalties</b>
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	<b>Termination for default</b>
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.

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23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
23.6	<p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1 The name and address of the supplier and / or person restricted by the purchaser.</p> <p>23.6.2 The date of commencement of the restriction</p> <p>23.6.3 The period of restriction; and</p> <p>23.6.4 The reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	<b>Anti-dumping and countervailing duties and rights</b>
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	<b>Force Majeure</b>
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	<b>Termination for insolvency</b>
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	<b>Settlement of disputes</b>
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.

<b>GENERAL CONDITIONS OF CONTRACT</b>	
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	<b>Limitation of liability</b>
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	<b>Governing language</b>
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	<b>Applicable law</b>
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	<b>Notices</b>
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
SCC31	Electronic communication, to the extent it meets the requirements of legal notices, is also permitted.
GCC32	<b>Taxes and duties</b>
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
SCC32A	The "tax certificate" in clause 32.3's second sentence refers to the documents specified in National Treasury Instruction Note 9 of 2017/18 applicable to public entities and departments.
GCC33	<b>National Industrial Participation Programme</b>
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	<b>Prohibition of restrictive practices</b>
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,

## GENERAL CONDITIONS OF CONTRACT

	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.
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## PART B - PRICING

PRICING DETAIL	
1.	<p><b>Price Quotation Basis:</b> Unit prices are fully inclusive all applicable taxes, less all unconditional discounts, and all costs to deliver the services and/or goods to the specified NRF price delivery point in terms of General Conditions of contract clauses 12, 32.1 and 32.2.</p> <p><b>Price Delivery Points are:</b></p> <p>Applicable preference point scoring system is 80/20</p>
2.	<b>Calculating the Bid Ceiling Price:</b> The NRF provides bidding quantities to bidders for calculating their bid ceiling price that allows for a fair and equal comparison equitable to all bidders for award selection.
3.	<b>Contract Price:</b> The cumulative value of all purchase orders issued and paid for is the total value of the signed contract at the expiry/completion date of the contract.
4.	<b>Application of Preference Points:</b> Pricing is subject to the addition of Preference Points for Specific Goals as stipulated below - Standard Bidding Document 6.1 Preference claim form.
SBD 3.1 PRICING SCHEDULE	

No.	Description of Deliverable	Quantity	Cost per month per volunteer/Intern. Service fee should be included per description. The cost estimate is for two-hundred and fifty (250) as specified in the bid document			
	Administration	Estimated number of volunteers/intern	1 <sup>st</sup> 12 Months Including VAT [A]	2 <sup>nd</sup> 12 Months including escalations Including VAT [B]	3 <sup>rd</sup> 12 Months including escalations including VAT [C]	Total cost (VAT incl) per month per volunteer for 36 months ([A] + [B] + [C])
1	Load biographic information and capture change, including banking details	250 (Estimated)				
2	Capture appointments, resignations and expiry of contracts	250 (Estimated)				
3	Capture pro-rata payments	250 (Estimated)				
4	Capture advances and back pays	250 (Estimated)				
	Payroll					
5	Produce and print payroll reports and payslips (Electronically)	250 (Estimated)				
6	Dispatch payroll reports and payslips to client (Electronically)	250 (Estimated)				
7	Generate EFT for payments and make payments	250 (Estimated)				

8	Audit payroll reports and balance payroll	250 (Estimated)				
9	Carryout checks and input corrections	250 (Estimated)				
10	Process and submit UIF reports for payments	250 (Estimated)				
	<b>Annual SARS Submission</b>					
11	Produce live SARS electronic files	250 (Estimated)				
12	Backup client's payroll data and information	250 (Estimated)				
13	Prepare annual tax recons	250 (Estimated)				
14	IRP5'S	250 (Estimated)				
	<b>Leave Management</b>					
15	Capture leave taken per request from NRF	250 (Estimated)				
16	Prepare Leave reports	250 (Estimated)				
17	Load leave types (Annual, Sick, Study, Maternity and Family Responsibility) upon the commencement of the payroll system)	250 (Estimated)				
18	ESS module (To load leave types, payslips, IRP5's)	250 (Estimated)				
	<b>COIDA Payments</b>					
19	Manage COIDA deductions	250 (Estimated)				
20	Prepare COIDA reports monthly	250 (Estimated)				
21	Annual COIDA recons and returns	250 (Estimated)				
<b>TOTAL BID PRICE INCLUSIVE OF 15 % VAT</b>				<b>Total</b>	<b>R</b>	

# PART C - RETURNS

INVITATION TO BID (SBD 1)	
<b>Bid Number</b>	NRF/SAASTA YSP2/64/2025-2026
<b>Closing date and time</b>	30 January 2026 at 11h00 am
The NRF recognises the date and time as recorded on its systems for closure purposes	
HIGH LEVEL SUMMARY OF BID REQUIREMENTS	
<p><b>NATIONAL YOUTH SERVICE PROGRAMME</b></p> <p>National Youth Service Programme is a government-wide initiative that seeks to contribute to the enhancement of youth as the current and future social capital of the country. All government departments are required to implement NYS programmes in order to facilitate the involvement of various government departments in the NYS, a set of principles that guide the design and implementation of NYS programmes have been put in place. Among them is a three-tiered implementation model (comprising community service, learning and personal development; and exit opportunities) that should be followed by all the NYS programmes.</p> <p>NRF seeks to appoint a service provider to provide NRF with the summary of the following detailed services:</p> <ul style="list-style-type: none"> <li>- Payroll and leave management for NRF appointed Volunteers and Interns.</li> </ul>	
<b>Bid response documents are submitted electronically through the e-tender portal at:</b>	
<p><u>Bid Submission Address:</u></p> <p>Electronic submissions through National Treasury e-tender portal Link:</p> <p><a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a></p> <p><b>NB:</b> Bidders may be disqualified if they do not follow the instructions and attach the relevant documents when submitting electronically through the e- tender portal. Bidders who wish to access the bid for application must first register on the e-portal.</p>	<p><u>Bids Labeling.</u></p> <p>Folders must be titled with the bidder's company name, Bid Number, and folder title as per below.</p> <ul style="list-style-type: none"> <li>• Company experience and profile</li> <li>• Signed bid Form</li> <li>• Reference letters 1,2 and 3,</li> <li>• Company's MIE consent form</li> <li>• Financial report or financial statement</li> <li>• Valid letter of good standing (COIDA)</li> <li>• Valid UIF registration</li> <li>• CVs and qualifications of the staff</li> <li>• Valid BBBEE certificate / certified sworn affidavit to claim preference points for specific goals.</li> <li>• SBD 3.1.</li> <li>• Quote</li> <li>• Methodology and risk mitigation plan/process</li> <li>• Positive company credit report</li> <li>• Proof of CSD registration</li> </ul>
<b>Number of ORIGINAL bid documents for contract signing</b>	<b>1</b>
<b>EVALUATION all copies should be submitted on e-Tender portal</b>	<b>1</b>

PRICE VALIDITY PERIOD FROM DATE OF CLOSURE	Ninety (90) days
--	------------------

SUPPLIER INFORMATION			
Name Of Bidder			
Postal Address			
Street Address			
Contact person name and surname:			
Telephone Number			
Code		Number	
Cell Phone Number			
Code		Number	
Facsimile Number			
Code		Number	
E-Mail Address			
VAT Registration Number			

SUPPLIER INFORMATION				
Supplier Compliance Status	Tax Compliance System PIN		Central Supplier Database No.	MAAA
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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
Is the entity a resident of the Republic of South Africa (RSA)?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a branch in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have any source of income in the RSA?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not registered as per 2.3 below.				
BID SUBMISSION				
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.			
2.	All bids must be submitted on the officially provided forms 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 and the Preferential Procurement Regulations, 2022, 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) 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 <a href="http://www.sars.gov.za">www.sars.gov.za</a> .			
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the			

## SUPPLIER INFORMATION

	SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
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 employed by the state, companies with directors/close corporations connected with the bidder employed by the state.

## SBD 4 – BIDDER'S DISCLOSURE

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

<sup>1</sup> 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.

## SBD 4 – BIDDER'S DISCLOSURE


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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

<sup>2</sup> 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.

## SBD 4 – BIDDER'S DISCLOSURE

- 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 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH  
 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE  
 SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder



## SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
NRF Specific Goals	20 (Proof of BBBEE level as per BBBEE status level scoring table)
<b>Total points for Price and Specific Goals</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim

points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

13.4.

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

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

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

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

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
B-BBEE Level 1	20	
B-BBEE Level 2	18	
B-BBEE Level 3	14	
B-BBEE Level 4	12	

B-BBEE Level 5	8	
B-BBEE Level 6	6	
B-BBEE Level 7	4	
B-BBEE Level 8	2	
Non-compliant contributor	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only

the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## RECOMMENDED REFERENCE LETTER FORMAT (FORMAT NOT MANDATORY)

*NB: Any reference letters that is within the prescribed requirement period in the scope of work that addresses same contents will be accepted. This should include referee legal name, referee's letterhead, Contact details, Value of the contract, Date of the letter and period(year) in which service (Specifically payroll services) was rendered, Description of work done and overall impression of the bidder.*

<b><u>Referee Legal Name:</u></b>	
<b><u>Company:</u></b>	
<b>Bid Number:</b>	<b>NRF/SAASTA YSP2/64/2025-2026</b>
<b>Bid Description:</b> Appointment of a service provider to provide payroll services for the national youth service programme on behalf of NRF for a period of 36 months	
Describe the service/work the above bidder provided to you below	
Overall Impression	Other comments
Approximate value of contract	
Would you use the provider again?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Year in which service was rendered	
<b>Completed by:</b>	
<b>Signature:</b>	
<b>Company Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date:</b>	

## BIDDER'S ANNEXURES – ATTACHED AT END OF DOCUMENT

Annexure Number	Annexure Title

## BID RESPONSE

BID RESPONSE DOCUMENTS	Decision Criterion		Grading Scheme	Bid Section Reference	Reference to Bidder's document	BEC Verification
	Weight	Definition				
Administrative Criteria	Mandatory	Procurement Invitation (SBD 1) completed and signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 27		
	Mandatory	Procurement Invitation (SBD 3.1) completed and signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 28		
	Mandatory	Bidder's disclosure (SBD 4) completed and signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 30		
	Mandatory	Preference Points Claimed (SBD 6.1) completed and signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 33		
	Optional	B-BBEE certificate or a certified copy of an original B-BBEE certificate claiming NRF specific goals.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 34		
	Mandatory	Bid offer signature (SBD 1) is signed encompassing all documents in the submission	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 44		
	Mandatory	Attended Compulsory Briefing Session	<input type="checkbox"/> GO <input type="checkbox"/> NO GO	Page 6		
	Mandatory	Company's credit report from ranking agency	<input type="checkbox"/> GO <input type="checkbox"/> NO GO	Page 7		
	Mandatory	Financial report or financial statement; if qualified, NRF reserves the right to reject the bid	<input type="checkbox"/> GO <input type="checkbox"/> NO GO	Page 7		

**NB: All bidders that fail to Attend compulsory Briefing Session will be disqualified.**



## BID EVALUATION CRITERIA

Evaluation criteria	Decision Criterion		Grading Scheme (Go/No Go)	Bid Section Reference	Reference to Bidder's document	BEC Verification
	Weight	Definition				
NB: A BIDDER NEEDS TO SCORE “GO” IN ALL CRITERIONS IN ORDER TO QUALIFY FOR PRICE AND SPECIFIC GOALS POINTS EVALUATION						
Bidders profile	Go/No Go	<p>Bidder indicated the Length of time in payroll services business. Eligibility requirement is at least 60 months.</p> <p>Bidder has indicated the three clients they providing payroll services to with a summary of the names, number, complexity and size of most significant contracts over the last sixty (60) months.</p> <p><b>NB: The company registration date will not be considered as the start of providing payroll services. It is the company's responsibility to highlight clearly the proof of experience in their company profile.</b></p>	Page 7(10.2.1)			
Methodology and risk mitigation plan/process	Go/No Go	Methodology included as well as risk mitigation plan/process	Page 7(12 & 13)			
Reference letters	Go/No Go	<p>Three (3) written contactable reference letters in payroll management and administration with contact details for those customers for whom the bidder has completed work within the last sixty (60) months on referees' letterhead.</p> <p><b>NB: To be validated with the referees and the period will be calculated to the date of bid closing.</b></p>	Page 6 (6.1)			

Evaluation criteria	Decision Criterion		Grading Scheme (Go/No Go)	Bid Section Reference	Reference to Bidder's document	BEC Verification
	Weight	Definition				
<b>Financial Sustainability</b>	Go/No Go	Bidder submitted a signed financial report or audited financial statement <b>NB: To be validated by the BEC.</b>		Page 7 of 44 ( 9.2.)		
<b>Credit Check</b>	Go/No Go	Positive Company's credit report from ranking agency <b>NB: To be validated through P&amp;C.</b>		Page 7 of 44 (9.1)		
<b>Valid letter of good standing (COIDA)</b>	Go/No Go	Valid letter of good standing (COIDA) submitted <b>NB: To be validated with the Department of Labour</b>		Page 5		
<b>Valid UIF registration</b>	Go/No Go	Valid UIF registration <b>NB: To be validated with the Department of Labour</b>		Page 5		
<b>Bidder Eligibility – Skills criteria (Technical Qualification)</b>	Go/No Go	The payroll qualifications and registration of payroll professional body of the team leader allocated to the contract as specified in the bid document.		Page 7 (10.10.2.1 and 10.2.2)		

**NB: A bidder needs to score “Go” in all criterions in order to qualify for Price and to claim for preference points specific goal evaluation**

<u>BIDDER IS ABLE TO DELIVER THE SPECIFICATION:</u>				PASS TO PRICING	DISQUALIFIED	
Evaluation criteria	Decision Criterion		Grading Scheme (Go/No Go)	Bid Section Reference	Reference to Bidder's document	BEC Verification
	Weight	Definition				
<u>Pricing</u>	Mandatory	Pricing (SBD 3.1) in this document completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 25		

**NB: A bidder needs to score “Go” in all criterions in order to qualify for Price and Specific Goals evaluation**

### 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 NRF-SAASTA 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 NRF-SAASTA 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 NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

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:

Full Names:

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