



**National
Research
Foundation**

Invitation to Quote

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS LISTED IN THIS DOCUMENT

**Quote Number:
RIISA/RFQ 2026/27:119**

SHORT DESCRIPTION OF REQUIREMENT

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A COMPREHENSIVE CLEAN-UP OF THE FIXED ASSET REGISTER AND PERFORM FIXED ASSET VERIFICATION FOR A PERIOD OF THREE (3) MONTHS

INVITATION TO QUOTE (SBD 1A)			
Quote Number		RIISA/RFQ 2026/27:119	
Closing Date		02 October 2026	
Closing Time (As Per NRF Systems)		11h00am	
Response Documents		e-tender submission Home Page - eTenders Portal	
Bidding procedure enquiries		tender.enquiries@nrf.ac.za do not submit your bid to this mailbox, it is strictly for enquiries	
FRAUD ALERT!			
It is common for scammers to call 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 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.			
HIGH LEVEL SUMMARY OF REQUIREMENTS			
The NRF Corporate Finance unit seeks to appoint a service provider to undertake a comprehensive physical verification of assets and a clean-up of the existing asset register. The service provider is expected to conduct a full review of the NRF asset registers, including impairment testing and a review of residual values and useful lives of assets. In addition, the appointment will include the development of asset management guidelines and the provision of training to asset controllers and finance managers.			
SUPPLIER INFORMATION			
Name Of Bidder			
Postal Address			
Street Address			
Telephone Number			
Code		Number	

SUPPLIER INFORMATION					
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		OR	Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate		Tick Applicable Box. ☐ Yes ☐ No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. ☐ Yes ☐ No
[A B-BBEE status level verification certificate/ sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE]					
Are you the accredited representative in South Africa for the goods /services/works offered?		☐ Yes ☐ No [If yes enclose proof]		Are you a foreign-based supplier for the goods/services/ works offered?	☐ Yes ☐ No [If yes, answer the questionnaire below]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
Is the entity a resident of the Republic of South Africa (RSA)?					☐ Yes ☐ No
Does the entity have a branch in the RSA?					☐ Yes ☐ No
Does the entity have a permanent establishment in the RSA?					☐ Yes ☐ No
Does the entity have any source of income in the RSA?					☐ Yes ☐ No
Is the entity liable in the RSA for any form of taxation?					☐ Yes ☐ 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 register as per 2.3 below.					
TERMS AND CONDITIONS FOR BIDDING (SBD 1B)					
1. BID SUBMISSION:					
1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.				
1.2	All bids must be submitted on the official forms provided–(not to be re-typed) or in the manner prescribed in the bid document. Bid pages are bound to minimise risk of lost pages.				
1.3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential				

TERMS AND CONDITIONS FOR BIDDING (SBD 1B)		
	Procurement Regulations, 2022, the General Conditions Of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.	
2. TAX COMPLIANCE REQUIREMENTS		
2.1	Bidders must ensure compliance with their tax obligations.	
2.2	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.	
2.3	Application for tax compliance status (TCS) pin may be made via e-Filing through the SARS website www.sars.gov.za .	
2.4	Bidders may also submit a printed TCS certificate together with the bid.	
2.5	In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.	
2.6	Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.	
2.7	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.	
3. TWO ENVELOPE SYSTEM		No
4. VALIDITY PERIOD FROM DATE OF CLOSURE		90 days
5. THE BIDDING SELECTION PROCESS		
<u>Stage 1 – Compliance to submission requirements</u>		
Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document.		
<u>Stage 2 – Evaluation of Bids against Technical Specifications</u>		
Bidders achieving the minimum threshold in the specification to enter the Price/Preference scoring stage:		
<u>Stage 2A – Evaluation of Bids against Specifications including Quality</u>		
The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set as in Section D.		
<u>Stage 2B – Due Diligence Interviews or Proof of Delivery/Concept against Specifications</u>		
Where circumstances justifies it, the NRF conducts interviews with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage.		
<u>Stage 2C – Due Diligence Research</u>		
The National Research Foundation confirms the recommended bidder(s)'s reference letters with referees to confirm the recommendation(s).		

TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

Stage 3 – Price/Preference Evaluation

Basis of fair competition:

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

Ranking of the bidders pricing:

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

Stage 4 – Checking Tax Compliance

Stage 4A – Taxpayers Resident in South Africa

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

Stage 4B – Non-Resident Foreign Bidders

Where foreign bidders are submitting a bid, they complete all sections of the SBD1 especially the tax questionnaire. The NRF submit the Foreign Bidder's completed SBD1 to the South African Revenue Service to obtain from the South African Revenue Service the Confirmation of Tax Obligations letter. Where South Africa Revenue Services does not issue the letter, Stage 4A applies in clearing the reason for not receiving the letter.

Stage 5 – Award and Contract Signing

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

6. ACKNOWLEDGEMENT OF READING EACH PAGE

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

7. CENTRAL SUPPLIER DATABASE REGISTRATION

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

8. CLARIFICATION

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

9. 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.

10. COLLUSION, FRAUD AND CORRUPTION

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

11. FRONTING

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

12. 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.

13. CANCELLATION OF THE QUOTATION PRIOR TO AWARD

Procurement not required: The NRF cancels the Bid Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document.

No Acceptable Quotations: The NRF cancels the Quotation Invitation prior to making an award if it receives no acceptable bids i.e. that do not meet the minimum requirements set out in this document.

Invalid Bid Procedure: The NRF cancels the Quotation Invitation prior to making an award if a material irregularity occurred in the bid process.

Insufficiency of Funds or Quotations not within a fair price range: The NRF cancels the Quotation Invitation prior to making an award if the funds are no longer available to cover the total envisaged expenditure or if the price offered by the bidder scoring the highest points is not market related.

The NRF conducts fair pricing tests to arrive at an opinion of reasonableness of the bid price offered. Where these tests reflect pricing outside of the established fair price range, the evaluators may recommend price negotiation. The NRF only negotiates price, and no other component, with the winning bidder or, where that bidder refuses negotiation, with the next ranked bidder in the price/preference ranking until a market related price is achieved.

SBD 1 SIGNATURE

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED

(Proof of authority must be submitted e.g. company resolution)

DATE:

SCOPE OF WORK

INTRODUCTION TO THE NRF

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

The NRF business operations are technically diverse in terms of scientific endeavor and geographically dispersed, resulting in a high degree of decentralisation of the organisation. NRF Finance consists of the Corporate Finance unit and 7 decentralised finance departments at its business units, i.e.:

1. Research, Innovation and Impact Support and Advancement (RIISA) and NRF Corporate – Pretoria, Gauteng.
2. South African Agency for Science and Technology Advancement (SAASTA) – Pretoria, Gauteng.
3. South African Environmental Observation Network (SAEON) – Pretoria, Gauteng with seven Nodes as follows:
 - National Office, Pretoria, Gauteng
 - Arid Lands Node- SANParks in Kimberley, Northern Cape;
 - Egagasini Node-Cape Town, Western Cape;
 - Elwandle Node- Nelson Mandela University, Gqeberha, Eastern Cape;
 - Fynbos Node-Cape Town, Western Cape;
 - Grasslands Node- Pietermaritzburg, KwaZulu Natal;
 - Ndlovu Node-Phalaborwa, Limpopo;
 - Ulwazi Node- Cape Town, Western Cape.
4. South African Institute for Aquatic Biodiversity (SAIAB) – Makhanda, Eastern Cape.
5. South African Radio Astronomy Observatory (SARAO) – Cape Town (Western Cape), Hartbeespoort (North West), Carnarvon and Sutherland (Northern Cape)
6. South African Astronomy Observatory (SAAO) – Cape Town (Western Cape) and Sutherland (Northern Cape)
7. iThemba Laboratory for Accelerator-based Sciences (iThemba LABS) – Cape Town (Western Cape) and Johannesburg (Gauteng).

CONTEXT OF THIS PROCUREMENT

Corporate Finance is responsible for ensuring that the organisation’s financial records accurately reflect its assets and that the asset register is maintained in accordance with applicable financial reporting requirements, internal policies, and governance frameworks.

As part of ongoing efforts to strengthen financial controls and improve the integrity of the organisation’s financial information, Corporate Finance has identified a need to undertake a comprehensive physical verification of assets and a clean-up of the existing asset register.

The verification exercise is therefore intended to establish the accuracy and completeness of the asset register by reconciling the information recorded in the financial records to assets physically located at the organisation’s various sites and/or facilities. The exercise will also assist in identifying assets that cannot be located, assets that are not recorded on the register, duplicate or incorrectly recorded assets, assets requiring changes to their recorded details, and assets that may require further assessment in terms of the organisation’s policies and procedures.

Given the scale and nature of the exercise, Corporate Finance requires the services of a suitably qualified and experienced service provider with the capacity, resources and technical expertise to conduct the physical asset verification and support the subsequent clean-up and updating of the asset register. The appointment of the service provider will support Corporate Finance in improving the reliability and completeness of the asset register, strengthening asset management controls.

Furthermore, this procurement is necessitated by the high number of assets recorded at R1, as well as assets that have fully depreciated. Accordingly, there is a need for NRF Corporate Finance to procure the services of a specialised service provider to perform a physical verification and a clean-up of the Fixed Asset Register (FAR) including the reassessment of useful lives, residual values, impairment testing, training, and related system updates. This will enable the accuracy, completeness, and compliance of the organisation's fixed asset records and financial reporting according to GRAP standards. Procuring such service will ensure:

- Improvement of accuracy and reliability of the fixed asset register
- Compliance with accounting standards and audit requirements
- Physical verification of assets and updating the asset register
- Reassessment of useful lives
- Conducting impairment assessments
- Strengthening internal controls and governance
- Skills transfer and training of NRF staff.

CONTRACT PERIOD

The contract commences from the date of award of the contract by the NRF and the subsequent acceptance of the contract by the service provider and will continue until completion of the contract on or before 31 January 2027. The contract is complete on the date of approval by the Head Corporate Finance of the National Research Foundation.

DESCRIPTION OF GOODS/DETAILED SPECIFICATION

The appointed service provider must conduct a physical asset verification and clean up of the asset register over a 3-month period, and ensure the following:

a) Conduct physical fixed assets verification

- Perform a comprehensive physical verification of all assets of all 7 business units (including the nodes) by verifying the existence of assets, asset condition, asset location, responsible custodian of asset, confirm assets tagging and identify the assets that are on the floor but not reflecting on FAR.
- Confirm assets reflected on the FAR not physically located with local Financial Manager.
- The service provider must have the necessary resources, including computers and asset management software capable of scanning asset tags and uploading verified asset information directly into the Microsoft Dynamics 365 (D365) system or alternatively through upload.

b) Fixed asset register assessment and clean-up

- Updating locations and custodians.
- Capturing missing asset information.
- Identifying assets requiring write-off or disposal
- Assessing assets with R1 net book value
- Assessing fully depreciated assets

c) Reassessment of useful lives and/or residual value

- Evaluate whether the original useful life assigned to each asset is in accordance with the applicable GRAP requirements.
- Assess the current physical condition of asset, utilisation level and expected future usage.
- Reassess the residual value of assets on the FAR where applicable
- Reassessing the useful life of assets on the FAR where applicable

d) Review of fully depreciated assets

- Assess the reinstatement of fully depreciated assets, i.e. assets still in use and the calculation of accumulated depreciation to be reversed.
- Assess if there are any depreciation calculation errors and correct the errors
- Assess if depreciation rates are correct in line with GRAP and NRF accounting policies.

e) Impairment assessment

- Assessed for impairment where applicable.
- Assess the current physical condition of asset, utilisation level and expected future usage.

f) Asset management guideline and training

- Provide an asset management guideline and training to asset controllers and finance managers.

NRF MANAGEMENT OVERSIGHT**NRF Management will:**

- Facilitate access to the organisation's premises, sites, facilities and relevant custodians to enable the service provider to conduct a comprehensive physical verification of fixed assets.
- Facilitate access to D365 system and/or assistance by the system administrator to support the assessment of the existing fixed asset register to identify inaccuracies, omissions, duplications, incomplete information and other discrepancies between the accounting records and the assets physically held by the organisation

- Review the recommendations on the reassessment of useful lives and residual values and ensure that any approved changes are appropriately documented, supported and implemented in accordance with the organisation's accounting policies and applicable financial reporting requirements.
- Oversee the review and approval of the proposed depreciation adjustments and ensure that approved corrections are appropriately processed in the accounting records.
- Consider the results of the impairment assessment and ensure that any required accounting treatment is appropriately considered, approved and recorded in accordance with the applicable financial reporting framework and the organisation's accounting policies.
- Facilitate the participation of relevant officials in the training and ensure that the knowledge gained through the engagement is retained within the organisation.
- Provide overall oversight of the engagement and ensure that the service provider delivers the agreed scope of work, outputs and recommendations within the approved timelines.
- Review the service provider's reports and recommendations, facilitate engagement with relevant stakeholders, make or approve decisions within its delegated authority, and ensure that agreed corrective actions are implemented.

The bidder must have a suitably qualified and competent team with the capacity to travel to the NRF Corporate office, seven (7) business units and eight (8) nodes across various provinces to perform physical asset verification.

Only those bidders that meet the following minimum requirements to execute the contract will proceed to the price and specific goal evaluation stage.

1. The bidder must demonstrate extensive technical knowledge of the PFMA and GRAP accounting standards by submitting a company profile that highlights previous work on at least two (2) similar projects undertaken for public sector entities;
2. The bidder must have at least two (2) team leaders who are qualified in financial accounting, asset management and/or auditing, and who are registered with a recognized professional accounting body (SAICA) as CA(SA)'s with at least 5 years' experience.
3. The bidder must have a minimum of six (6) team members who are qualified (Degree/Diploma) in financial accounting, financial management, asset management and/or auditing with at least 2 years' experience;
4. The bidder must provide a high-level execution plan demonstrating how the deliverables will be completed within the set timeline; and
5. The bidder must include at least two (2) contactable project-related reference letters.

MANDATORY RETURNABLE DOCUMENTS

1. A company profile highlighting previous work on at least two (2) similar projects undertaken for public sector entities;
2. Curriculum vitae and SAICA membership confirmation of at least two (2) team leaders;
3. Curriculum vitae and proof of qualification of at least six (6) team members;
4. A high-level execution plan demonstrating how the deliverables will be completed within the set timeline; and
5. Two (2) contactable project-related reference letters for work completed within the last five (5) years.

The table below provides and overview of the number of NRF assets and the value as at 18 August 2026:

Description	No of Items	COST	DEP	NBV
BOOKS	321	1 803 447,28	- 1 513 925,18	289 522,10
BUILDINGS	483	616 751 005,44	- 218 694 768,39	398 056 237,05
COMP SOFT	380	168 908 334,84	- 93 057 123,93	75 851 210,91
EXHIBITS	829	6 457 059,50	- 4 688 701,59	1 768 357,91
FURNITURE	14821	42 861 976,93	- 27 597 976,56	15 262 124,18
HER-BOOKS	84	56 668,21	-	56 668,21
HER-SCIENC	5	15 551 770,07	-	15 551 770,07
HER-STRUC	2	55 915,00	-	55 915,00
INFRASTRUC	1369	719 119 449,66	- 209 031 838,55	510 087 611,11
IT EQUIP	13289	353 682 733,91	- 265 121 477,71	88 521 885,30
LAND	47	306 718 445,40	-	306 718 445,40
MACHINERY	2486	584 458 479,97	- 144 104 481,84	440 353 998,13
OFF EQUIP	6355	78 506 949,77	- 61 401 253,83	17 105 695,94
PPE SOFT	11	112 565 329,19	- 100 657 334,23	11 907 994,96
RES EQUIP	15696	2 310 187 620,61	- 1 761 611 603,88	548 576 016,72
SERVITUDE	50	38 140 795,85	-	38 140 795,85
SPARE PART	88	40 667 759,35	- 23 141 066,88	17 526 692,47
VEHICLES	304	109 007 192,05	- 67 686 987,82	41 320 204,23
	56620	5 505 500 933,03	- 2 978 308 540,39	2 527 151 145,54

HARTRAO -ASSET LIST

Description	No of Items	COST	DEP	NBV
BOOKS	49,00	95699,02	-88541,22	7157,80
BUILDINGS	30,00	3721007,78	-1427680,90	2293326,88
COMP SOFT	3,00	185036,71	-177383,43	7653,28
EXHIBITS	13,00	43824,80	-37368,14	6456,66
FURNITURE	432,00	1012113,52	-577926,36	434187,16
HER-BOOKS	83,00	53150,71	0,00	53150,71
INFRASTRUC	21,00	57096298,07	-13889046,30	43207251,77
IT EQUIP	354,00	10287535,39	-6786409,19	3501126,20
MACHINERY	140,00	5088852,21	-2747943,83	2340908,38
OFF EQUIP	76,00	1920005,95	-1542666,26	377339,69
RES EQUIP	579,00	63203478,73	-51871490,69	11331988,04
VEHICLES	51,00	11817340,77	-7795009,56	4022331,21
	1831,00	154524343,66	-86941465,88	67582877,78

Asset List- iThemba Lab				
Description	No of Items	COST	DEP	NBV
BOOKS	60,00	274246,19	-268283,05	5963,14
BUILDINGS	31,00	195934282,00	-30587319,21	165346962,79
COMP SOFT	66,00	3326970,00	-3052219,21	274750,79
FURNITURE	4846,00	6357245,35	-3954318,44	2402926,91
HER-SCIENC	1,00	647690,00	0,00	647690,00
INFRASTRUC	11,00	922498,94	-128051,06	794447,88
IT EQUIP	4984,00	82462932,86	-57560515,35	24902417,51
LAND	1,00	9717289,89	0,00	9717289,89
MACHINERY	730,00	500014767,55	-93622684,34	406392083,21
OFF EQUIP	2516,00	15267096,13	-11330579,58	3936516,55
RES EQUIP	6791,00	499617861,31	-383644149,06	115973712,25
SPARE PART	6,00	10992583,17	-1636602,21	9355980,96
VEHICLES	17,00	5135802,98	-3245097,75	1890705,23
	20060,00	1330671266,37	-589029819,26	741641447,11

Asset List -RISA				
Description	No of Items	COST	DEP	NBV
BUILDINGS	211	125 580 585,29	- 42 868 209,22	82 712 376,07
COMP SOFT	40	153 641 260,13	- 80 724 445,23	72 916 814,90
FURNITURE	3714	16 765 895,17	- 12 534 605,70	4 231 289,47
INFRASTRUC	1200	6 731 861,35	- 1 772 265,49	4 959 595,86
IT EQUIP	1474	52 291 331,25	- 40 373 240,96	11 918 090,29
LAND	1	1 277 293,06	-	1 277 293,06
MACHINERY	2	981 533,14	- 175 438,62	806 094,52
OFF EQUIP	1026	24 621 324,38	- 19 805 701,90	4 815 622,48
PPE SOFT	7	5 270 927,51	- 2 444 482,98	2 826 444,53
VEHICLES	3	1 014 308,64	- 338 493,14	675 815,50
	7 678	388 176 319,92	- 201 036 883,24	187 139 436,68

Asset List-SA00				
Description	No of Items	COST	DEP	NBV
BOOKS	31	942 404,36	- 939 837,22	2 567,14
BUILDINGS	80	36 374 042,12	- 14 111 318,26	22 262 723,86
COMP SOFT	29	1 373 093,08	- 1 373 091,08	2,00
EXHIBITS	34	1 572 023,08	- 685 635,66	886 387,42
FURNITURE	585	5 817 651,74	- 2 813 870,04	3 003 781,70
HER-BOOKS	1	3 517,50	-	3 517,50
HER-SCIENC	2	7 537 089,28	-	7 537 089,28
HER-STRUC	2	55 915,00	-	55 915,00
INFRASTRUC	33	17 901 165,24	- 6 725 514,85	11 175 650,39
IT EQUIP	1145	29 813 153,54	- 26 813 268,91	2 999 884,63
LAND	3	608 653,00	-	608 653,00
MACHINERY	103	18 344 345,28	- 9 215 824,27	9 128 521,01
OFF EQUIP	676	18 244 018,21	- 14 870 476,54	3 373 541,67
RES EQUIP	131	47 800 209,51	- 23 254 803,94	24 545 405,57
VEHICLES	27	7 669 591,97	- 5 773 018,63	1 896 573,34
	2882	194 056 872,91	- 106 576 659,40	87 480 213,51

Assets List - SAASTA				
Description	No of Items	COST	DEP	NBV
BUILDINGS	13	2 222 638,52	- 1 667 725,18	554 913,34
COMP SOFT	83	1 069 268,09	- 972 718,71	96 549,38
EXHIBITS	728	4 425 894,47	- 3 781 164,53	644 729,94
FURNITURE	1745	2 957 773,28	- 2 054 586,58	903 186,70
IT EQUIP	848	9 034 436,18	- 7 165 908,32	1 868 527,86
LAND	1	92 320,00	-	92 320,00
MACHINERY	57	635 823,62	- 346 845,30	288 978,32
OFF EQUIP	541	4 102 543,53	- 2 484 071,43	1 618 472,10
RES EQUIP	15	99 848,32	- 89 863,50	9 984,82
VEHICLES	4	1 591 481,56	- 1 516 645,73	74 835,83
	4035	26 232 027,57	- 20 079 529,28	6 152 498,29

Asset List -SAOEN				
Description	No of Items	COST	DEP	NBV
BOOKS	25	65 045,90	- 20 653,65	44 392,25
BUILDINGS	1	2 000 000,00	- 2 000 000,00	-
COMP SOFT	98	7 312 917,83	- 4 895 529,79	2 417 388,04
EXHIBITS	1	96 876,00	- 13 106,92	83 769,08
FURNITURE	846	2 623 648,14	- 997 285,85	1 626 362,29
INFRASTRUC	2	168 107,00	- 28 322,74	139 784,26
IT EQUIP	1076	26 727 190,73	- 18 071 114,10	8 656 076,63
OFF EQUIP	271	1 934 893,41	- 1 279 349,26	655 544,15
RES EQUIP	5216	207 204 408,96	- 88 450 217,07	118 754 191,89
VEHICLES	67	18 017 026,73	- 11 120 664,73	6 896 362,00
	7603	266 150 114,70	- 126 876 244,11	139 273 870,59

Asset List -SAIAB				
Description	No of Items	COST	DEP	NBV
BOOKS	156	426 051,81	- 196 610,04	229 441,77
BUILDINGS	19	43 487 543,17	- 22 021 169,07	21 466 374,10
COMP SOFT	61	1 999 789,00	- 1 861 736,48	138 052,52
EXHIBITS	46	222 775,62	- 148 046,75	74 728,87
FURNITURE	675	1 473 979,50	- 711 795,04	762 184,46
IT EQUIP	912	13 538 240,34	- 10 596 326,78	2 941 913,56
OFF EQUIP	361	4 281 122,31	- 3 303 576,82	977 545,49
RES EQUIP	2011	126 701 297,27	- 82 225 134,91	44 476 162,36
VEHICLES	27	8 832 011,69	- 5 237 183,31	3 594 828,38
	4268	200 962 810,71	- 126 301 579,20	74 661 231,51

Assets List -SKA				
Description	No of Items	COST	DEP	NBV
BUILDINGS	98	207 430 906,56	- 104 011 346,55	103 419 560,01
EXHIBITS	7	95 665,53	- 23 379,59	72 285,94
FURNITURE	1 978	5 853 670,23	- 3 953 588,55	1 900 081,68
HER-SCIENC	2	7 366 990,79	-	7 366 990,79
INFRASTRUC	102	636 299 519,06	- 186 488 638,11	449 810 880,95
IT EQUIP	2 496	129 527 913,62	- 97 754 694,10	31 773 219,52
LAND	41	295 022 889,45	-	295 022 889,45
MACHINERY	1 454	59 393 158,17	- 37 995 745,48	21 397 412,69
OFF EQUIP	888	8 135 945,85	- 6 784 832,04	1 351 113,81
PPE SOFT	4	107 294 401,68	- 98 212 851,25	9 081 550,43
RES EQUIP	953	1 365 560 516,51	- 1 132 075 944,71	233 484 571,80
SERVITUDE	50	38 140 795,85	-	38 140 795,85
SPARE PART	82	29 675 176,18	- 21 504 464,67	8 170 711,51
VEHICLES	108	54 929 627,71	- 32 660 874,97	22 268 752,74
	8 263	2 944 727 177,19	- 1 721 466 360,02	1 223 260 817,17

NOTE: Notwithstanding any other provisions of this Agreement and in addition to the termination rights under the General Conditions of Contract (GCC), the NRF reserves the right to terminate this Agreement, in whole or in part, for operational reasons. Such reasons may include, but are not limited to, the adoption or implementation of an optimized, nationally sourced facilities management model or strategy aimed at improving efficiency, reducing costs, or aligning with national procurement directives or mandates. In the event of such termination, the NRF shall provide the Service Provider with not less than sixty (60) calendar days' written notice. The Service Provider shall not be entitled to claim any compensation or damages arising from such termination, save for payment due for services satisfactorily rendered up to the effective date of termination. The Service Provider shall take all reasonable steps to ensure an orderly handover and transition, including the provision of relevant documentation, records, and assistance as may be reasonably required by the Purchaser.

SETS OF QUOTATION DOCUMENTS REQUIRED				
Number of electronic bid documents for contract signing			1	
RETURNABLE DOCUMENTS CHECKLIST				
The bidder is to complete this table and to supply the necessary page references to the supporting documentation. A bidder failing to adequately provide any of the mandatory documents is automatically disqualified.				
Legislative/Technical Documents		Compliance		
(M – Mandatory); (O – Optional)	Submitted	Bid Section Reference	Reference to Bidder's document	
Bidder Eligibility				
Procurement Invitation (SBD 1), signed and completed including the SBD 4, 6.1 and signed Bid Submission Certificate form.	M	☐ Yes ☐ No		
A valid B-BBEE certificate or Sworn Affidavit	O	☐ Yes ☐ No		
Pricing Documents		Compliance		
Pricing (SBD 3.1) in this document to be completed.	M	☐ Yes ☐ No		
ELIGIBILITY CRITERIA (GO/NO-GO)				
Selection Element		Meet Specification Minimum	Bid Section Reference	Reference to Bidder's document
1	Procurement Invitation (SBD 1), signed and completed including the SBD 4, 6.1 and signed Bid Submission Certificate form.	☐ YES ☐ NO		
2	Proof of Registration on the Government's Central Supplier Database (CSD).	☐ YES ☐ NO		
3	Demonstrate extensive technical knowledge of the PFMA and GRAP accounting standards by submitting a company profile that highlights previous work on at least two (2) similar projects undertaken for public sector entities	☐ YES ☐ NO		
4	The bidder must have at least two (2) team leaders who are qualified in financial accounting, asset management and/or auditing, and who are registered with a recognized professional accounting body (SAICA) as CA(SA)'s with at least 5 years' experience. Submit Curriculum vitae and SAICA membership confirmation of at least two (2) team leaders;	☐ YES ☐ NO		

Selection Element		Meet Specification Minimum	Bid Section Reference	Reference to Bidder's document
5	The bidder must have a minimum of six (6) team members who are qualified (Degree/Diploma) in financial accounting, financial management, asset management and/or auditing with at least 2 years' experience; Submit Curriculum vitae and proof of qualification of at least six (6) team members	☐ YES ☐ NO		
6	A high-level execution plan demonstrating how the deliverables will be completed within the set timeline.	☐ YES ☐ NO		
7	Two (2) contactable project-related reference letters for work completed within the last five (5) years.	☐ YES ☐ NO		
SBD 3.1: PRICING DETAIL				
<u>Pricing Special Conditions</u>				
1	<u>Pricing Schedule:</u> In terms of <u>General Conditions of contract clause 17.1</u> , the price schedule remains unchanged for the duration of the contract with the NRF accepting no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract with the exception of any price adjustments authorised in the Special Conditions of Contract for pricing set out below:			
2	<u>Firm Quantities over the Contract Period:</u> The NRF requires firm set quantities during the current period with the time of delivery being determined during the contract period.			
3	<u>Estimated quantities over the Contract Period:</u> The NRF may require further quantities during the current period with the actual quantity and time of delivery being determined when such quantities are needed. For bidding purposes and to establish the contract ceiling price, the NRF provides estimated quantities of what its requirements and estimated timing during the contract period for bidders to establish their pricing. The NRF does not provide guarantees or commitments that it will order this entire amount during the contract's life. The NRF, through the signed contract, guarantees its procurement of the specified goods and/or services is from the contracted party only.			
4	<u>Placement of written purchase orders for actual quantities ordered:</u> The NRF manages the execution of this contract through the issue of written purchase orders – stipulating quantity, description, delivery date, and the unit price as set out in this contract - for the contracted supplies. The NRF, when issuing the written purchase order, guarantees that the funding is available.			
5	<u>Contract Ceiling Price:</u> With these estimates in the bid contract, the contract ceiling price includes both the firm quantities and the potential future quantities within the contract ceiling price. The NRF manages the contract within the contract ceiling price by paying only for the verified deliveries/performances in terms of the clauses of this contract. The cumulative value of each of these invoices at the expiry of the contract is the actual total contract price.			
6	<u>Price Adjustments:</u> In terms of <u>General Conditions of Contract clause 17.1</u> , the price adjustments with the rules for application are set out below as special conditions of <u>Contract Clause 17.1</u> .			

SBD 3.1: PRICING DETAIL

	<u>Price adjustments and their corresponding rules are for the management of price risks on the basis of the NRF and the contracted bidder sharing the risk equally.</u>
7	<u>Price quoted</u> is South African Rands in terms of General Conditions of contract clause 16.4
8	<u>Price Quotation Basis:</u> Price quoted is fully inclusive of all costs including delivery to the specified NRF price delivery point and includes value- added tax, income tax, unemployment insurance fund contributions, and skills development levies in terms of General Conditions of contract clauses 12, 32.1 and 32.2. <u>Price Delivery Point:</u> In cases where different delivery points influence the pricing, the bidder submits a separate pricing schedule for each delivery point.
9	<u>Detail Pricing Support:</u> Detailed information e.g. costed bill of quantities is optional where not stated in the price schedule below and is provided as an annexure to the details included in this SBD 3
10	<u>Application of Preference Points:</u> Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form.

PRICING SCHEDULE

DESCRIPTION/ (Reference to specific specification)		QTY	UNIT OF MEAS URE	UNIT PRICE INCLUDI NG VAT	TOTAL PRICE INCLUSIVE OF VAT
1	Planning and engagement meeting		Hours		
2	Development of a detailed project plan		Hours		
3	Review of Fixed Asset Register		Hours		
4.1	Asset Verification: RISA		Hours		
4.2	Asset Verification: SAEON		Hours		
4.3	Asset Verification: SAAO		Hours		
4.4	Asset Verification: SAASTA		Hours		
4.5	Asset Verification: SAIAB		Hours		
4.6	Asset Verification: ILAB		Hours		
4.7	Asset Verification: HART		Hours		
4.8	Asset Verification: SKA		Hours		
5	Reconciliation of physically verification of assets to existing FAR		Hours		
6	Clean-up of the asset register and update Excel version of FAR		Hours		

DESCRIPTION/ (Reference to specific specification)		QTY	UNIT OF MEAS URE	UNIT PRICE INCLUDI NG VAT	TOTAL PRICE INCLUSIVE OF VAT
7	Engagement/project meetings		Hours		
8	Analysis of discrepancies and exceptions		Hours		
9	Presentation of findings		Hours		
10	Asset management guidelines and training of designated asset controllers and finance managers		Hours		
The NRF will be responsible for all travel arrangements.					
TOTAL CONTRACT VALUE OF ABOVE (CEILING PRICE) INCLUSIVE OF 15% VAT				R	
GENERAL CONDITIONS OF CONTRACT					
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 to its the National Treasury's General Conditions of Contract The National Research Foundation has filed its General Conditions of Contract GCC) on its website (http://www.nrf.ac.za/procurement/General-Conditions-of-Contract). These form part of this document's contract conditions. Special Conditions specific to this bid contract are set out in this document. The NRF deems the bidders to have accessed and read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.					

SPECIAL CONDITIONS OF CONTRACT	
(AMENDMENTS TO SPECIFIC CLAUSES OF THE GENERAL CONDITIONS OF CONTRACT LISTED BELOW EACH CLAUSE IN THAT SECTION).	
1	<u>Service Provider Obligations:</u> The service provider must exercise reasonable skill, care and diligence in rendering all services included in this procurement contract. The service provider must deliver the services during normal working hours (i.e. Monday to Friday, excluding public holidays from 08h30 to 17h00) and/or such additional hours as may be reasonably required by the NRF due to the existence of special circumstances. Services rendered outside of these hours will only be rendered by mutual agreement with the nominated person of the NRF, based in severity level. The service provider may not do anything that may prejudice or be adverse to the operations and functions of the NRF The service provider must submit such information and reports, as specified in the agreed service request, to the person nominated by the NRF, and comply with all legislation applicable in providing these services. The service provider corresponds and deliver services only to the NRF and end users of the NRF.
2	<u>Communication:</u> The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on

SPECIAL CONDITIONS OF CONTRACT

communication documentation. The contract party does not act upon any communication without the contract number or must verify such communication with the assigned NRF contract manager prior to acting upon it.

- 3 **Occupational Health and Safety when working on NRF sites:** 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 contracted party 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 contracted party, once signing the contract (SBD 7), 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 contracted party performs all work and uses equipment on site complying with the provisions of the Act.

To this end, the contracted party 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 contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations) that the NRF drafts.

The contracted party 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 contracted party 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 contracted party accepts liability for any contraventions to the Act. Each member of the contracted party's team (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site and kept in the contracted party's health and safety file.

MANAGEMENT OF PERFORMANCE LEVELS

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

MANAGEMENT OF PERFORMANCE LEVELS

6. Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect to the contract specifications for any measurement period, as a failure to meet the stipulated performance levels.

PERFORMANCE LEVELS STATEMENT

Service/Goods being Measured	Measurement Methodology	Penalty/Bonus and level applicable from
1. Project mobilisation	Project plan and methodology submitted and approved	1% of project fee per week of delay, capped at 5%
2. Business Unit coverage	Business Units physically visited and verified	1% of applicable BU fee per week of delay
3. Asset verification completeness	Assets physically verified against agreed scope	Re-performance at service provider's cost
4. Asset identification	Correct asset number, description, serial number and location captured	No payment for unverified assets + re-performance
5. Unrecorded assets	Assets found but not on register identified and reported	Corrective work at no additional cost
6. Missing assets	Assets on register but not physically located identified	Corrective work at no additional cost
7. Condition assessment	Assets assessed for physical condition	Corrective work at no additional cost
8. Condition assessment accuracy	Condition ratings supported by evidence	Corrective work at no additional cost
9. Asset tagging (if applicable)	Assets requiring replacement tags correctly tagged	Corrective work at no additional cost
10. Data quality	Verification database free from material duplicate/incomplete records	Re-performance at no additional cost
11. Reconciliation	Physical verification reconciled to asset register	Re-performance at no additional cost
13. Final report	Consolidated final report submitted	1% of total contract value per week, capped at 5%
14. Training	Relevant staff/asset custodians trained Participants demonstrate understanding of procedures	Pro-rata reduction/refresher training at no cost
16. Corrective action	Material errors identified during QA corrected	1% of total contract value

17. Project communication	Progress reports submitted	1% of total contract value
18. Audit trail	Verification evidence retained and traceable to each asset	2% of total contract value + correction

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

PREFERENCE POINTS CLAIMED (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

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right 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 PREFERENCE POINT SYSTEMS

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

80/20

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

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer must submit Proof of B-BBEE Certificate or Sworn Affidavit.

Specific Goals	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 Contribution 1 to 3	8	
B-BBEE Status Level of Contribution 4 to 6	6	
B-BBEE Status Level of Contribution 7 to 8	2	
Supplier that is at least 51% Black-owned	3	
Supplier that is at least 51% Black female-owned	3	
Supplier that is at least 51% Black youth-owned	1	
Supplier that is at least 51% owned by People with Disabilities	1	
EME or QSE	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.2. Name of company/firm.....

PREFERENCE POINTS CLAIMED (SBD 6.1)

3.3. Company registration number:

3.4. 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]

3.5. 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.

PREFERENCE POINTS CLAIMED (SBD 6.1)**SIGNATURE(S) OF TENDERER(S)****SURNAME AND NAME:****DATE:****ADDRESS:**

.....

.....

.....

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

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

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

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

Invitation to Bid (SBD 1)

Specification(s) set out in this Quotation Invitation inclusive of any annexures thereto

Bidder's responses to this invitation as attached to this document

Pricing Schedule(s) (SBD3.1) including detailed schedules attached

(SBD 6.1) PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Declaration of Interest (SBD4)

General Conditions of Contract and special/additional conditions of contract as set out in this document

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

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

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

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

this or any other Bid.

I certify that the information furnished in these declarations (SBD 3, SBD 4, SBD 6.1) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.

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

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESS 1

NAME

SIGNATURE

WITNESS 2

NAME

SIGNATURE

DATE