

REQUEST FOR QUOTATION

GOODS

SERVICE

Request for Quotation Number:	iLABS/RFQ 2021/22:198
Date Issued:	01 February 2022
Description:	Provision of Photography, Videography and Related Services for iThemba LABS over a period of 3 years on AS and WHEN required. NB: See page 6 (Six) for full specification.
Closing Date:	15 February 2022
Closing Time:	11:00 am
Delivery Address:	scm@tlabs.ac.za , mvdventel@tlabs.ac.za
Submit RFQ To:	scm@tlabs.ac.za , mvdventel@tlabs.ac.za ,
Date Goods or Service Required:	February 2022 till January 2025
For More Information (Technical):	Ms. Michelle Van Der Ventel - Bark Tel: 021 843 1000 Email: mvdventel@tlabs.ac.za
For More Information (Supply Chain Management):	Mr. Luyolo Sabsana Email: scm@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least thirty (30) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your Valid B - BBEE Certificate as accredited with SANAS if you are claiming for Equity/ B - BBEE points, failing which, the B - BBEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder:
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
 - SBD – 8 – Declaration of Bidder’s past SCM Practices
 - SBD – 9 – Certificate of Independent Bid Determination
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury’s Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email

csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

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

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.
- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bidders received are more than R1M, the proposal will be cancelled and re-issued.

Supplier Response

Registered Name of Supplier:	
Trading As:	
Represented By:	
Capacity:	
Address of Supplier:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
CSD Unique Registration Reference Number:	
CSD Summary Report Attached:	YES/NO
Availability of the bidder to render the service:	
A Covering letter stipulating: Commitment to deliver not later than 4 working days from date of shoot. Commitment to the following technical requirements relating to the quality of	

<p>equipment used and the associated output.</p> <ul style="list-style-type: none"> • Pictures must be presented in TIFF and RAW format for large graphic printing, as well as JPEG or PNG for web-based publishing • Video footage (conventional & drone) must be presented in high resolution up to 4K resolutions /definition for various requirements • Virtual reality / 360-degree videography and photography in a format which is ready for display • Use of a full-frame camera • Use of professional photographic and lighting; videography & drone equipment • Use of professional editing suites • Digital delivery of photos & video clips 	<p>YES/NO</p>
<p>Company Profile</p>	<p>YES/NO</p>
<p>CV of the competent and person with a qualification in photography / videography who will provide the service. Minimum 3 years' professional experience. (SUBMIT PROOF)</p>	<p>YES/NO</p>
<p>A comprehensive portfolio of projects relevant to the scope of works, which evidences range and caliber of projects completed, and at least 3 years' professional experience.</p>	<p>YES/NO</p>
<p>A detailed submission of the aforementioned can be in the form of CDs, USB or downloadable link that demonstrates the bidder's project portfolios covering photography, videography, time lapse and virtual reality videography/photography. This will include drone footage as well as 360° footages.</p>	<p>YES/NO</p>
<p>Show experience in photography & videography services at similar research</p>	<p>YES/NO</p>

laboratories	
References – (Client reference letters) Trade References for similar work (Photography; Videography & Drone Services) in the past 3 years (Minimum of Three). Written references in the format under annexure. Service providers to submit reference letters that clearly stipulate level of service and frequency of photographer engagement A minimum of 3 reference letters must be submitted	YES/NO
Formal Quotation Submitted:	YES/NO
Payment Terms: 30 Days from date of Invoice	YES
Company Profile Submitted:	YES/NO
Currency:	
Validity of the Quotation:	

SCOPE OF THE REQUIRED SERVICES

The purpose of this RFQ is to invite proposals for the provision of high-quality photography; videography; drone and related services to document the physical construction work on the SAIF Project vaults for a period of 3 years as and when required.

Work will include:

- Still photography
- Time lapse photography document structural changes of the vaults over a period of time
- Virtual Reality/360 Degree videography & photography
- Videography (conventional) of certain events (e.g. delivery of the 170-ton cyclotron and rigging into the vault)

with the right to cancellation due to non – performance.

- Drone Footage

Service Provider should commit to the following technical requirements relating to the quality of equipment used and the associated output:

- Pictures must be presented in TIFF and RAW format for large graphic printing, as well as JPEG or PNG for web-based publishing
- Video footage (conventional & drone) must be presented in high resolution up to 4K resolutions /definition for various requirements
- Virtual reality / 360-degree videography and photography in a format which is ready for display
- Use of a full-frame camera
- Use of professional photographic and lighting; videography & drone equipment
- Use of professional editing suites
- Digital delivery of photos & video clips

Below is an example of a time-lapse video of the FAIR construction project in Germany:

YouTube: https://www.youtube.com/watch?v=uRIQL_9JPYs

Download: <https://sf.gsi.de/f/e8ffdee238934629b93a/>

(Copyright: GSI/FAIR/L. Möller, zeitrausch.net)

Below is an example of 360 degree Virtual Tour created for our sister facility SAAO.

<https://www.saa.ac.za/saa-vr-tour/tour.html>

SERVICE SPECIFICATIONS / TERMS OF REFERENCE

Experience in photography & videography services at similar research laboratories

1. Photography

Photography will range from portrait images of individuals to industrial photographs of **infrastructure / technologies / equipment / working environment through to 360-degree photospheres / panoramic images**, as well as panoramas. Photographs will need to be done using the most recent, innovative and creative photography techniques in order to present the various products, stages of construction, and business of the iThemba LABS in a captivating manner. These images should be able to reflect the world-class research and facility that is true for iThemba LABS. Photographs should be presented in high resolution TIFF and RAW format for large graphic printing, as well as JPEG or PNG that will allow for web-based publishing, with the option for inclusion in all print and broadcast spheres (television/digital video/analogue, etc.). These images need to contain IPTC information. The candidate service providers will need to show evidence, by presenting a portfolio of their ability and experience in using various techniques in order to capture images on film and how/ where these were used. The bidder's footage and photos must be submitted in low and high resolutions (of various requirements) will need to be made available of each image in order to facilitate the sharing of this information.

2. Video footage

The business of iThemba LABS requires that we often have to share information and conduct dialogue sessions that link our offices **across our two sites** and our partner organisations from across the globe. For this reason, for special events / strategic dialogue sessions, etc., we are required to provide high quality video images that allow for the optimal level of engagement through these internet-based meetings. Outside of this specific technical requirement, we will also require the filming of key events, public talks, et cetera, on video in the formats and of the quality that would allow for broadcast on various platforms (online, digital, analogue, television, etc.). Low and 4K resolutions /definition video footage (of various requirements) will need to be made available of each recording in order to facilitate the sharing of this information. On completion of the capturing of the video footage, an AV production of between 3-5 minutes needs to be provided, when requested.

3. Virtual Reality/360 Degree

The successful service provider needs to ensure that virtual reality videography is captured, and post production completed and needs to be submitted in a format which is ready for display and can be viewed using a google box or VR headset/ Oculus Rift sets. Additionally it should also be viewable on other platforms (mobile devices, browsers) and also be shareable offline.

The successful service provider also needs to ensure that 360 degrees images are captured, and post production completed and needs to be submitted in a format which is ready for display on multiple platforms (mobile devices, browsers, VR headsets) and also be shareable offline. The captured images need to be in high resolution with an output format of (2048 x 1024) JPEG format or similar.

4. Time Lapse Images

The successful bidder will be required to capture time lapse images of structural changes of the vaults over a period of time

5. Drone Footage

The successful bidder must have capacity to do drone footage using RFI drone equipment

6. Experience in photography & videography services at similar research institutions / laboratories

7. Cataloguing, filing and submission

All products need to be submitted to iThemba LABS in digital format. All the relevant images need to be completed with the necessary IPTC metadata, and sent in a version which is archived. **The associated courier costs / data download costs will be covered by iThemba LABS.** All data upload costs will need to be covered by the successful bidder. Within 36 hours following the conclusion of a commissioned assignment, the successful bidder needs to provide access to the required products. These products will need to be filed appropriately and each product labelled with a caption that includes the necessary information. All products and processed images must include the following metadata in the XMP format (header and structure will be provided by the iThemba LABS):

- Location where product was captured – by way of GPS coordinates;
- Names of all individuals included in the images / captured on film – full names and titles;
- Names of instruments, objects that are captured;
- Name of Location where the image was taken;
- Name of event;
- List of instruments in the image / capture on video;
- Name of objects in the image;

- Full names and titles of individuals captured in the image/ on video;
- Photographer Name;
- Photographer email address

Item	Supplier Specifications include Brand/Model if applicable	Hourly Rate (Incl. VAT)	Daily Rate (Incl. VAT)
1	Photography (rate should include labour, setup costs, equipment hire)	R	R
2	Videography (rate should labour, setup costs, equipment hire)	R	R
3	Time Lapse (rate should include labour, setup costs, equipment hire)	R	R
4	Virtual reality / 360-degree footage (rate should include labour, setup costs, equipment hire)	R	R
5	Drone footage	R	R
6	Post-production	R	R
7	Other Charges (Please specify)	R	R
TOTAL FOR THE FIRST YEAR		R	

Item	Supplier Specifications include Brand/Model if applicable	Hourly Rate (Incl. VAT)	Daily Rate (Incl. VAT)
1	Photography (rate should include labour, setup costs, equipment hire)	R	R
2	Videography (rate should labour, setup costs, equipment hire)	R	R
3	Time Lapse (rate should include labour, setup costs, equipment hire)	R	R
4	Virtual reality / 360-degree footage (rate should include labour, setup costs, equipment hire)	R	R
5	Drone footage	R	R
6	Post-production	R	R
7	Other Charges (Please specify)	R	R
TOTAL FOR THE SECOND YEAR		R	

Item	Supplier Specifications include Brand/Model if applicable	Hourly Rate (Incl. VAT)	Daily Rate (Incl. VAT)
1	Photography (rate should include labour, setup costs, equipment hire)	R	R
2	Videography (rate should labour, setup costs, equipment hire)	R	R
3	Time Lapse (rate should include labour, setup costs, equipment hire)	R	R
4	Virtual reality / 360-degree footage (rate should include labour, setup costs, equipment hire)	R	R
5	Drone footage	R	R
6	Post-production	R	R
7	Other Charges (Please specify)	R	R
TOTAL FOR THE THIRD YEAR		R	

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the STATE ¹, or persons having a kinship with persons employed by the STATE, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the STATE, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the STATE; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders

Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule

YES / NO

Name of person/ director/ trustee/ shareholder/member:

Name of STATE institution at which you or the person connected to the Bidder is employed

Position occupied in the STATE institution:
Any other particulars:
If you are presently employed by the STATE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO
If Yes, did you attach proof of such authority to the Bid document?
If No, furnish reasons for non-submission of such proof as an attached schedule
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the STATE in the previous twelve months? YES / NO
If so, furnish particulars as an attached schedule:
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the STATE and who may be involved with the evaluation and or adjudication of this Bid? YES / NO
If so, furnish particulars as an attached schedule.
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES / NO
If so, furnish particulars as an attached schedule:

PREFERENCE POINTS CLAIMED (SBD 6.1)	
	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017
	This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
	1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
- 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.2.
- 1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.2.2. the 80/20 preference point system will be applicable to this tender

- 1.3. Points for this bid shall be awarded for:

- 1.3.1. Price; and
- 1.3.2. B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“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;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic

Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.5. “**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;
- 2.6. “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. “**prices**” includes all applicable taxes less all unconditional discounts;
- 2.8. “**proof of B-BBEE status level of contributor**” means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
- 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. “**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;
- 2.10. “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

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

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

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

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
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7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number :.....

8.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

8.8.1. The information furnished is true and correct;

8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

8.8.4.1. disqualify the person from the bidding process;

8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

8.8.4.3. 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;

8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

8.8.4.5. forward the matter for criminal prosecution.

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

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

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

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

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

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

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

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

3. Does any portion of the goods or services offered have any imported content? (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

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

NB

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

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

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

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court	YES / NO

outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	
Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NRF, do hereby make the following statements that I certify to be true and complete in every respect:	
I have read and I understand the contents of this Certificate;	
I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;	
I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;	
Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;	
For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who: <ul style="list-style-type: none"> a) Has been requested to submit a Bid in response to this Bid invitation; b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder 	
The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium ³ will not be construed as collusive bidding.	
In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ul style="list-style-type: none"> a) Prices; b) Geographical area where product or service will be rendered (market allocation); c) Methods, factors or formulas used to calculate prices; d) The intention or decision to submit or not to submit, a Bid; e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or f) Bidding with the intention not to win the Bid. 	
In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.	
The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract.	
I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices	

related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

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

By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services

_____, as
described in this document.

Signature

Date

Print name: _____
On Behalf of the Supplier (duly authorized)



COMPANY STAMP

Note: It is advised that documents be returned in PDF