



SARAO
South African Radio
Astronomy Observatory

Invitation to Bid

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS DETAILED IN THIS DOCUMENT

Bid Number: NRF/SARAO SHRM/76/2025-26

**PROVISION OF DIVERSITY, INCLUSION AND EQUITY
INTERVENTION PROGRAMME FOR SARAO AND SKAO
EMPLOYEES OVER A PERIOD OF THREE YEARS**

ATTENTION – FRAUD ALERT

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.**

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PART A – THE TENDER

INVITATION TO BID (SBD 1)			
Bid Number:	NRF/SARAO SHRM/76/2025-26		
Bid Title:	PROVISION OF DIVERSITY, INCLUSION AND EQUITY INTERVENTION PROGRAMME FOR SARAO AND SKAO EMPLOYEES OVER A PERIOD OF THREE YEARS		
Compulsory Briefing Session:	N/A		
Closing Date and Time:	Friday, 20 March 2026 at 12.00PM		
Bid Submission	Electronic submissions must be sent to tenders@sarao.ac.za		
Bid Packaging:	<p>Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response</p> <p>Compliance submissions should preferably be in searchable PDF format</p> <p>Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email</p> <p>Bidders may use WeTransfer, Dropbox, or Google Drive to submit their bid submissions.</p>		
SUMMARY OF BID REQUIREMENTS			
Two Envelope System:	Yes		
Bid Validity Period (from date of tender closure):	Ninety (90) days		
SUPPLIER INFORMATION			
Name of Bidder:			
Contact Person:			
Postal Address:			
Street Address:			
Telephone Number:			
Code		Number	
Cell Phone Number:			
Code		Number	
Facsimile Number:			

Code		Number	
E-Mail Address:			
VAT Registration Number:			
Supplier Compliance Status	Tax Compliance System PIN	OR	Central Supplier Database No. MAAA
Are you the accredited representative in South Africa for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).

BID SUBMISSION

- Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
- All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.
- This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000. the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.
- The successful bidder will be required to fill in and sign the contract signature form (SBD7.1) for this contract.

TAX COMPLIANCE REQUIREMENTS

- Bidder must ensure compliance with their tax obligations.
- Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
- Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website www.sars.gov.za.
- Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website www.sars.gov.za.
- In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate TCS

	certificate/PIN/CSD number.
6.	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state.
BID ENQUIRIES	
Bid enquires may be directed to: tender-enquiries@sarao.ac.za	

INTRODUCTION TO THE NRF

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

INTRODUCTION TO SARAO

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

The Square Kilometre Array Observatory (SKAO) (www.skao.int) is a next-generation global radio-astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes; SKA-Mid in South Africa and SKA-Low in Western Australia. South Africa is a co-host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank (near Manchester in the United Kingdom) responsible for SKAO construction and operations globally.

PROJECT BACKGROUND

The objective of this tender is to design and implement a comprehensive intervention program on Diversity, Equity and Inclusion (‘DEI’) within SARAO and SKAO, intended for leaders and teams to attain an in-depth understanding of DEI in the workplace, and acquire skills to mitigate challenges experienced in these areas, to stimulate intercultural understanding and tolerance, and to develop strategies to foster inclusion and a sense of belonging within teams in the workplace.

DETAILED BID SPECIFICATIONS

SARAO seeks to appoint a reputable service provider to implement a DEI intervention programme, including training on a broad spectrum of human demographic differences such as race, gender, sexual orientation, age, religion, socio-economic status, value orientations, education, fairness, cultural differences, ways of communicating and conflict management. The scope of the programme will be for all SARAO employees and SKAO employees across all locations of both organisations. The appointed service provider will be expected to travel to all sites as and when required.

1. Training Objectives

The intervention programme should achieve the following objectives –

- 1.1 Engage on how all forms of prejudice in the workplace may be effectively managed and controlled to mitigate barriers to professional growth, teamwork, and fairness — whether such prejudice is based on race, gender, disability, sexual orientation, socio-economic background, or religion.
- 1.2 Engage on how SARAO and SKAO may build the capacity and capability to manage issues of diversity, equity and inclusion, and ensure that it becomes a strategic intent for both organisations.

- 1.3 Promote diverse and honest conversations within SARAO and SKAO by fostering a stronger community that is equipped to manage challenges related to race, gender, sexual orientation, religion and language.
- 1.4 Engage on how SARAO and SKAO deal with differing abilities, generational differences and inherent cultural differences and values.

2. **Target Audience**

The training must be designed for both SARAO and SKAO employees at all occupational levels. The combined staff complement to be trained is approximately 503, broken down per location as follows -

Site	Number of Trainees (Approx)
SARAO, Cape Town	268
SKAO, Cape Town	50
SARAO, Carnarvon, Northern Cape	99
SKAO, Carnarvon, Northern Cape	6
SARAO Hartebeeshoek site (Krugersdorp) and Johannesburg	80

3. **Work Plan**

Bidders must submit a proposed work plan, indicating a clear approach and methods to be followed in delivering the objectives of this intervention, in line with the scope of work.

The proposed work plan must at a minimum include the following topics –

- 3.1 Learning processes
- 3.2 Reporting and feedback processes
- 3.3 Training outline
- 3.4 Training methods
- 3.5 Evaluation of the learning

4. **Deliverables**

It is expected that the project will be delivered over a period of three years, as follows –

Year 1

Diagnostic Phase:

- (a) Review existing organisational data pertaining to transformation in both organisations (SARAO, SKAO)¹
- (b) Conduct individual interviews with selected key staff
- (c) Hold discussions with focus groups.

Organisational Briefing and Contracting Phase:

¹ Diagnostic Report on SARAO Matters, 2021, and SARAO Management Actions on Recommendation of the 2021 Diagnostic Report on SARAO Matters

- (a) Prepare and present recommendation report to SARAO and SKAO management on the findings of the diagnostic phase.
- (b) Report back session with SARAO and SKAO staff to give feedback on the findings of the diagnostic phase and frame the “form and shape” of the project.

Workshop Implementation Phase:

- (a) Conduct DEI training workshops with SARAO and SKAO staff at the sites detailed above (point 2, page 7)
- (b) Training sessions must be in face-to-face format (in person)
- (c) Training sessions for SARAO Cape Town and SKAO Cape Town must be combined, split into 6 sessions accommodating approximately 50 staff per session
- (d) Training sessions for SARAO Carnarvon and SKAO Carnarvon must be combined, split into 2 sessions accommodating approximately 50 staff per session
- (e) Training session for Hartebeeshoek and Johannesburg must be combined, split into 2 sessions accommodating approximately 50 staff per session
- (f) Training material - training manuals and related material should be aligned to the scope, objectives and desired outcomes detailed in this tender document.

Note –

- (a) Unless stated otherwise in this tender document or by SARAO instruction, the interviews with select staff, focus groups, feedback and training sessions must be conducted in person, however provision must be made for online participation.
- (b) As much as possible, training sessions must be grouped in accordance with staff level.

Year 2

- (a) DEI training workshops for SARAO and SKAO Management
- (b) Training workshops must be delivered in two group sessions
- (c) Training must be delivered in person.

Year 3

Monitoring, Evaluation and Reporting

- (a) Review the progress and impact of the DEI intervention programme
- (b) Prepare and present preliminary feedback and recommendation report for SARAO and SKAO management
- (c) Hold employee feedback sessions across all sites to report on the impact of the programmed, including the training workshops
- (d) Prepare recommendations report to management.

5. Desired Outcomes

Attempts to shift views to inculcate the required inclusive behaviours and values –

- 5.1 “Inner” shifts of mind-set and culture, impacting the “external” implementation of new structures, systems, processes or technology for the intended culture (One NRF) and value system.
- 5.2 Large-scale change that will transform a major aspect of the way “we do business here”.
- 5.3 Challenge the relevance of existing structures, procedures, culture and processes.
- 5.4 Alteration of the status quo.

6. Requirements for Bidders' Expertise and Experience

Bidders' capability to deliver the scope of this project will be assessed on the bid selection criteria detailed on page 10-15 of this document.

BID SELECTION

STAGE 1 - SUBMISSION OF RETURNABLE DOCUMENTS

NOTE: All mandatory criteria need to be complied with to move on to the next stage of evaluation. All SBD forms indicated as mandatory must be completed and signed by bidders. However, SARA0 may apply the discretion to allow bidders to complete and/or sign returnable schedules not completed and/or signed in the first instance or to submit returnable documents not submitted in the first instance. Such returnable schedules or documents must be of a purely administrative nature, and may not pertain to the substance of the bid such as to affect the competitive position of bidders by giving one or more bidders a second and unfair opportunity to augment the quality (substantive) aspects of their bid.

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

Document description	Weight (Mandatory/ Optional)	Criteria <small>(All criteria are weighted equally to each other)</small>	Grading Scheme	Bid Document Reference	SCM Verification (Yes/No)
BBBEE Certificate, or sworn affidavit confirming annual turnover and level of black ownership, in the case of EMEs and QSEs	Optional	Has the bidder submitted a valid B-BBEE certificate or sworn affidavit in order to claim B-BBEE points? Where no B-BBEE certificate or sworn affidavit has been submitted, 0 points will be allocated for preference	Yes / No	This page	
Bidder's audited annual financial statements for the preceding two financial years	Mandatory	Has the bidder submitted its audited financial statements, to enable SARA0 to assess its financial position, and any attendant risks to contracting with the bidder?	Yes / No	This page	
Printout of bidder's Central Supplier Database (CSD) registration report, or CSD Number	Mandatory	Is the bidder registered with CSD, or capable of registering prior to tender award?	Yes / No	This page	
SBD 1 Form (Invitation to Bid)	Mandatory	Has the bidder completed the SBD 1 form?	Yes / No	Page 3	
SBD 3.1 Form (Pricing Schedule) – submitted in a separate electronic folder	Mandatory	Has the bidder submitted its price offer for the services offered?	Yes / No	Page 34	
SBD 4 Form (Bidder's Disclosure)	Mandatory	Has the bidder completed the SBD 4 form? Has the bidder made any disclosure which would preclude it from responding to this bid?	Yes / No	Page 37	

SBD 6.1 Form (Preferential Points Claim Form)	Mandatory	Has the bidder completed the SBD 6.1 form?	Yes / No	Page 39	
SBD 1 Form (Bid signature)	Mandatory	Has the bidder confirmed, by signing this form, that its bid is validly submitted?	Yes / No	Page 42	

STAGE 2 - FUNCTIONALITY EVALUATION CRITERIA

NOTE: Failure to submit evidence that the bidder meets the functional requirements specified in this section will result in disqualification. No second opportunity will be given to submit evidence not submitted, except in the case where there is no competition (i.e. one bid is received) and therefore no prejudice will be suffered by any other bidder.

Bids will be evaluated in two sub-stages – Stage 2.1 (mandatory functionality criteria) and Stage 2.2 (score-based functionality criteria). Failure to satisfy the requirements in Stage 2.1 will result in disqualification, and the bid will not be evaluated further. In Stage 2.2, failure to score a minimum of 75 points out of a possible 100 points (75%) will result in disqualification.

STAGE 2.1 – MANDATORY FUNCTIONALITY CRITERIA

Bidders must comply with each functional requirement detailed in the table below in order to pass Stage 2.1, and be evaluated further.

Note – Bidders must offer at least one lead training facilitator and one or more supporting facilitators to deliver the training programme. Bidders may offer more than two facilitators for the programme, however, for the purposes of the functionality assessment, the lead facilitator and one other facilitator will be assessed.

No.	Functionality Requirement	Evidence Required	Weight	Assessment (Yes / No)
1.	The lead facilitator must hold an NQF 8 qualification in industrial psychology, or human resources management	Submit copy of NQF level 8 industrial psychology or human resources management qualification for lead facilitator	Mandatory	
2.	Supporting facilitator must hold an NRF 7 qualification in industrial psychology, or human resources management	Submit copy of NQF level 7 industrial psychology or human resources management qualification for supporting facilitator	Mandatory	
3.	Submit a proposed work plan, indicating a clear approach and methods to be followed in delivering the objectives of this intervention programme, in line with the scope of work	Proposed work plan	Mandatory	

STAGE 2.2 – SCORE-BASED FUNCTIONALITY CRITERIA

Bidders must score a minimum of 75 points out of a possible 100 points (75%) in order to pass Stage 2.2, and be evaluated further.

No.	Functionality Requirement	Evidence Required	Scoring Methodology	Maximum Score	Total
1.	Bidder's experience in delivering Diversity Inclusion & Equity training programmes	Submit a list of clients to whom DEI training has been provided within the last 10 years. The list must include the project name, contact person and contact details (email address & telephone number)	<p>5 or more DEI training programmes completed = 40 points</p> <p>4 DEI training programmes completed = 35 points</p> <p>3 DEI training programmes completed = 25 points</p> <p>2 DEI training programmes completed = 15 points</p> <p>1 DEI training programme completed = 5 points</p> <p>No DEI training programmes completed = 0 points</p>	40	40
2.	Facilitator's (lead and supporting) experience in facilitating DEI training programmes	<p>Bidders must submit detailed CVs of the facilitator(s) that will be delivering the programme</p> <p>Note – Bidders may offer more than one facilitator for the programme. For the purposes of the functionality assessment, a maximum of two facilitators' CVs will be assessed – the lead facilitator and one supporting facilitator</p>	<p>5 or more DEI training programmes delivered within the last 10 years = 15 points per facilitator to a maximum of 30 points</p> <p>3-4 DEI training programmes delivered within the last 10 years = 10 points per facilitator to a maximum of 20 points</p> <p>1-2 DEI training programmes delivered within the last 10 years = 5 points per facilitator to a maximum of 10 points</p> <p>No evidence submitted of any DEI training programmes delivered within the last 10 years = 0 points</p>	<p>30</p> <p>20</p> <p>10</p> <p>0</p>	30
3.	Methodology and	Bidders must outline	The methodology and	30	30

	Approach	in detail, the methodology, approach, tools and resources they will use to facilitate the programme, including a programme outline and sample of the course content to demonstrate what the programme will cover	<p>approach is good – it is detailed, it is tailored to the scope of services of the tender, it includes details of the tools and resources that will be used to facilitate the programme, and outline and sample of the course content to be provided</p> <p>The methodology and approach is average – it is not detailed enough, or is not fully tailored to the scope of services of the tender. It includes at least a programme outline and course content sample</p> <p>The methodology and approach is poor – it is sparsely drafted and generic. It has one or more of the following information missing - tools and resources to be used, a programme outline, or sample of the course content, or if included, they are poorly drafted</p> <p>No approach and methodology submitted</p>	20	
Total Score				0	100

STAGE 3 – PRICE AND PREFERENCE

Bids which meet the minimum requirements in Stage 2, will be evaluated on price and specific goals (Stage 3) as follows –

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

PART A.1 – BID PREPARATION

BIDDING INSTRUCTIONS	
1.	<u>Late Bids</u>
1.1	Bids received after the closing time and/or date will not be considered.
2.	<u>Authority of Bid Signatory</u>
2.1	The bid must be signed by a person duly authorised to do so.
3.	<u>Clarification of the Bid Document</u>
3.1	Clarification of any aspect of this bid document may be directed to the SARAO representatives listed on the cover page of this bid document.
3.2	Responses to bid clarifications will be provided in writing, and where relevant to other prospective bidders, will be shared with all such bidders, provided they are identifiable, i.e. bidders who have attended a tender briefing session.
3.3	The last date for the submission clarification questions shall be three (3) working days from the closing date of the tender.
4.	<u>Bid Preparation Costs</u>
4.1	Bidders will be responsible for all costs associated with the preparation and submission of their bids.
5.	<u>Tender Briefing Sessions and Site Visits</u>
5.1	Where applicable, the arrangements for a compulsory / non-compulsory tender briefing session and / or site visit are as stated on the Invitation to Bid.
5.2	Bidders should be represented by a person or persons who are suitably qualified and experienced to comprehend the aspects of the work involved.
5.3	Where the briefing session or site visit is compulsory, bidders not represented at such briefing session or site visit will be precluded from submitting a bid, and a bid submitted by such bidder will be disqualified.
6.	<u>Counter Proposals</u>
6.1	No counter proposals will be accepted.
7.	<u>Alterations to the Bid Document</u>
7.1	Bidders may not make any alterations or additions to the content of this tender document, except to comply with instructions issued by SARAO. Any alterations made to the content of the tender document other than those mandated by SARAO, will invalidate a bid submission.
8.	<u>Submitting a Tender Offer</u>
8.1	Bidders may submit one tender offer only, either as a single tendering entity or as a member of a joint venture or consortium, unless otherwise stated in this tender document.
8.2	Bidders must return all returnable documents and schedules (refer to Bid Selection – Stage 1), after completing them in their entirety, preferably electronically, or by writing legibly in non-erasable ink.
8.3	Each party to a joint venture or consortium must complete and submit the SBD returnable forms included in this tender document, and submit each returnable document required.
8.4	The tender document must be submitted in its entirety.
9.	<u>Alternative Tender Offers</u>
9.1	Unless otherwise stated in this tender document, alternative tender offers may only be submitted if a main tender

	offer, strictly in accordance with all the requirements of the tender document is also submitted, as well as a schedule that compares the requirements of the tender document with the alternative requirements proposed.
9.2	An alternative tender offer must be based only on the criteria stated in this tender document, or criteria otherwise acceptable to SARAO.
9.3	An alternative tender offer will only be considered if the main tender offer is the winning tender.
9.4	For the purposes of this Tender, no alternative bid offers will be accepted.
10.	<u>Clarification of Bid Submissions</u>
10.1	During the bid evaluation or adjudication stages, SARAO may, in writing, require bidders to clarify any aspect of their bid submission. This may include providing a breakdown of rates or prices.
10.2	No change in the competitive position of bidders or substance of the tender offer may be sought, offered, or permitted.
10.3	A bid will be considered non-responsive where a bidder fails to respond, within such time frame granted by SARAO, to any written request for clarification, and such failure renders it impossible to clarify any ambiguities in the bid submission and evaluate the bid submission any further.
11.	<u>Two Envelope System</u>
11.1	The two-envelope system will be applied to this tender, whereby bidders' administrative response and functional capability will be assessed first, followed by the assessment of price offers.
11.2	Bid responses must be submitted in two sealed envelopes, alternatively two electronic folders (if submissions are required to be electronic); the first envelope/folder shall contain the administrative and technical response, and the second shall contain the price offer.
11.3	Bidders must package their bid as follows: <ul style="list-style-type: none"> ● Envelope/ Folder 1: Administrative and Technical Response ● Envelope/ Folder 2: Price Response
11.4	Bidders must ensure that they do not include any pricing details in the first envelope/folder, as SARAO reserves the right to disqualify such bids.
12.	<u>Central Supplier Database Registration</u>
12.1	No tender award may be made to a bidder who is not registered with the National Treasury Central Supplier Database (CSD).
12.2	Bidders not registered with CSD are not precluded from submitting bids, but must be so registered prior to award of the tender.
13.	<u>Tax Compliance</u>
13.1	No tender award will be made to a bidder who has a non-compliant tax status with the South African Revenue Services (SARS).
13.2	Each party to a joint venture or consortium must comply with clause 13.1 above.
13.3	In the event that a bidder has a non-compliant tax status, SARAO will grant such bidder seven (7) working days within which to rectify its tax matters with SARS so that it is compliant, failing which its bid will be disqualified.
13.4	SARAO may extend the 7-day period referred to in clause 13.3 above, where reasonable and at its discretion.
14.	<u>Due Diligence during Bid Evaluation</u>
14.1	During the evaluation of the bid, SARAO reserves the right to conduct such due diligence on shortlisted bidders as it deems necessary, which due diligence may include -
14.1.1	Vetting of bidders' financial standing;
14.1.2	Inspection of bidders' premises;

14.1.3	Request for reference letters from clients to whom the bidder has provided similar services; and
14.1.4	Vetting of bidders' performance and ethical track record, including any existing blacklisting by National Treasury, or any other organ of state.
15.	<u>Invalid Bids</u>
15.1	Tenders shall be invalid if –
15.1.1	In a two-envelope system, a bidder fails to submit a technical response, or a price offer, or both.
15.1.2	The bidder is listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers, and is prohibited from doing business with the public sector.
15.3	The bidder has been restricted from doing business with any organ of state.
16.	<u>Imbalance in Tendered Rates</u>
16.1	<p>In the event that tendered rates or lump sums are found to be unacceptable because they are either excessively low or high (based on pre-determined market price ranges), or not in proper balance with other rates or lump sums, the Bidder may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If after submission of such evidence and any further evidence requested, SARAO is still not satisfied with the tendered rates or lump sums objected to, it may request the Bidder to amend these rates and lump sums along the lines indicated by it.</p> <p>The Bidder will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by SARAO, but this shall be done without altering the tender offer amount.</p> <p>Should the Bidder fail to amend the Tender in an acceptable manner, the Tender may be rejected.</p>
17.	<u>Price Negotiations Prior to Award</u>
17.1	The award of the tender may be subject to price negotiations with the preferred bidder or bidders, where there are opportunities to realise cost savings, or where bid prices are not considered to be reasonable or market related.
18.	<u>Cancellation of the bid prior to award</u>
18.1	SARAO reserves the right to cancel this tender at any time before award, where -
18.1.1	Due to changed circumstances there is no longer a need for the services.
18.1.2	Funds are no longer available to cover the total envisaged expenditure for the project.
18.1.3	No bids satisfy the tender evaluation criteria, i.e. there are no responsive bids.
18.1.4	There is a material irregularity in the tender process.
19.	<u>Tender Award</u>
19.1	The tender will be awarded to the bidder with the highest combined score for Price and Preference, unless other objective criteria, specified in the tender document, applies.
19.2	The award will be subject to final verification of the bidder's tax compliance status.
19.2	Where a due diligence review is undertaken on the recommended bidder, the award of the tender to the bidder will be subject to the outcome of such review.
20.	<u>Collusion, fraud and corruption</u>
20.1	Any effort by a bidder to influence the evaluation of bids or the award decision in any manner will result in the disqualification of that bidder's bid.
20.2	The NRF/SARAO would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - 0800 701 701 or SMS 39772.
21.	<u>Fronting</u>

21.1	SARAO supports Government's Broad-based Black Economic Empowerment (B-BBEE) initiatives, recognising that real empowerment is achieved by individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Therefore, SARAO condemns any form of fronting.
21.2	SARAO may conduct or initiate investigations to determine the accuracy of bidders' B-BBEE representations.
21.3	Should SARAO have reasonable grounds to suspect any form of fronting, the bidder in question will be notified and given 7 working days from the date of notification to provide evidence refuting the finding of fronting.
21.4	Should the bidder be unable to refute the finding to the satisfaction of SARAO, SARAO reserves the right to reject the bid submitted by the bidder or cancel any contracts entered into with the bidder, and apply to National Treasury for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies SARAO may have against such a bidder.
22.	<u>Disclaimers</u>
22.1	SARAO has produced this document in good faith. SARAO, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. SARAO has no liability towards the bidders in connection therewith.

PART B – THE CONTRACT

SPECIAL CONDITIONS OF CONTRACT

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

1 Definitions

The definitions in (and any obligation, undertaking or requirement set out in any other Clause in furtherance thereto in the Agreement) Clauses 1.9, 1.10, 1.16, 1.17 and 1.18 shall not be applicable to this Agreement.

Substitute Clause 1.20 with the following:

1.20 “**Purchaser’s Premises**” means the sites, primary location of work and or premises of the Purchaser where the purchased goods must be delivered in terms of this Agreement, as described in the Bid Document. Delivery address: Liesbeek House, River Park, Liesbeek Parkway, Settlers Way, Mowbray, Cape Town, 7705.

Substitute Clause 1.21 with the following:

1.21 “**Purchaser**” means the South African Radio Astronomy Observatory (SARAO), a business unit of the National Research Foundation.

Add the following clauses after Clause 1.25:

1.26 “**Agents**” means any person a Party to this agreement may appoint as agent, professional adviser, contractor, supplier, sub-contractor, each aforementioned acting strictly in the course and scope of its obligations towards a Party, or any affiliate of either Party.

1.27 “**Agreement**” means the contract between the Parties, being the Bid Document, including these Special Conditions of Contract; the Supplier’s bid and price submission in response to Bid Ref: NRF/SARAO SHRM/76/2025-26; and any Annexures, Schedules or Addendums referred to herein.

1.28 “**Annexures**”, “**Schedules**” and “**Addendums**” means any document of the aforesaid description reduced to writing and signed by the Parties, which is from time to time incorporated in this Agreement. These documents may be amended in writing by mutual agreement between the Parties.

1.29 “**Bid document**” means the bid document issued by the Client on 23 February 2026, with Reference Number, NRF/SARAO SHRM/76/2025-26.

1.30 “**Commencement Date**” means the date of last signature of the Agreement between the Parties, or any other date as may be agreed upon by the Parties as the commencement date.

1.31 “**Supplier**” means the party to this Agreement supplying the goods and services as defined herein, and with whom this Agreement is concluded.

1.32 “**Loss**” means loss, injury, death and/or damage.

1.33 “**Material breach**” means a breach by either Party of a material obligation imposed on such Party in terms of this Agreement.

1.34 “**NRF**” means the National Research Foundation, a statutory entity established in terms of the National Research Foundation Act 23 of 1998.

1.35 “**Personnel**” means either Party’s, as the context may indicate, directors, employees, officers, each aforementioned acting strictly in the course and scope of its employment towards a Party, or Agents.

1.36 “**Third Party**” means any person or party which is not a Party to this Agreement.

Substitute Clause 3 in its entirety with the following:	
3	Duration and Commencement
3.1	Unless terminated by either Party in accordance with Clauses 22A, 23, 23A, or 25 below, this Agreement shall commence on the Commencement Date and shall continue until the goods have been satisfactorily delivered to the Purchaser by the Supplier.
3A	The Supplier's Obligations
3A.1	The Supplier agrees, undertakes, covenants and warrants (all where applicable) to, <i>inter alia</i> -
3A1.1	Supply the goods in accordance with the supply specifications detailed in the Bid Document, and in accordance with the Agreement and good industry practice applicable from time to time.
3A1.2	Only when notified of the acceptance of the bid by the issuing of an official Order, commence with and carry out the delivery of the goods in accordance with this Agreement.
3A1.3	Provide all of the necessary materials, labour and equipment required for the delivery of the goods, including any temporary services that may be required.
3A1.4	To be continuously represented during the delivery of the services by a competent representative duly authorised to execute instructions.
3A1.5	subject to Clauses 22A, 23, 23A and 25, it will complete and deliver the Services within such lead times as agreed upon by the Parties;
3A1.6	fully co-operate with and give every reasonable assistance to the Purchaser to enable the Purchaser to investigate any claim which may be threatened, made or brought against the Purchaser arising out of this Agreement;
3A1.7	Within the scope of the services, comply with all reasonable and lawful instructions issued by the Purchaser;
3A1.8	Issue a credit note to the Purchaser for any penalties imposed against it under Clause 22. Any delay by the Supplier in issuing a credit note within the time period agreed to by both Parties, shall result in the Purchaser deducting the amount from any amounts due to the Supplier. For the avoidance of doubt, should the Supplier's aforementioned delay result in a deduction of any agreed to penalty, any such deduction for purposes of this Agreement shall be limited to and apply only to deduction of penalties pursuant to a delay by the Supplier set out in Clause 22 and for no other matter under or in connection with this Agreement;
3A1.9	put into effect and maintain insurance of, as a minimum, general public liability insurance cover of at least the value of the tender award amount, for a single calendar year.
3B	The Purchaser's Obligations
3B.1	The Purchaser agrees, undertakes, covenants and warrants (all where applicable) that, <i>inter alia</i> -
3B1.1	it will allow the Supplier and its Personnel reasonable access to the Purchaser's Premises and such facilities, as required by the Supplier, to ensure the Supplier fulfils its obligations in terms of this Agreement, and shall allow the Supplier and its Personnel to interview and take statements from the Purchaser and its Personnel, by prior arrangement and on prior written notice to the Purchaser;
3B1.2	it will advise the Supplier of any change to its processes or circumstances relevant to the supply of the goods in writing immediately it becomes aware of such change.
3B1.3	it will fully co-operate with and give every reasonable assistance to the Supplier to enable the Supplier to investigate any claim which may be threatened, made or brought against the Supplier arising out of this Agreement;
3B1.4	it will notify the Supplier of any dishonest, wrongful or negligent (gross or otherwise) act or omission of the Supplier's Personnel in connection with the Services as soon as reasonably possible after the Purchaser becomes aware of the same.
3B1.5	it will make payment to the Supplier after delivery of the goods as set out herein, within thirty (30) days of receipt of an invoice from the Supplier, paid free from set-off, deduction or arbitrary withholding other than as provided for in Clause 3A1.8;

7.	Performance security
Clause 7 in its entirety shall not be applicable to this Agreement.	
11	Insurance
Add the following clauses after Clause 11.1:	
11.2	Without limiting the obligations of the Supplier in terms of this Agreement, the Supplier shall effect and maintain the following additional insurances:
11.2.1	Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licensed compensation insurer, from either the Supplier's broker or the insurance company itself.
11.3	The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Agreement.
16.	Payment
Add the following clause after Clause 16.4:	
16.5	The Supplier's invoices must meet the following minimum requirements, failing which the Purchaser shall not be obliged to make payment thereon -
16.5.1	reference the purchase order number as issued to the Supplier by the Purchaser;
16.5.2	include a statement of account;
16.5.3	include detailed line items as specified in purchase order;
16.6	invoices must be accompanied by the signature of the Purchaser's authorised representative, confirming performance or delivery in accordance with the prescribed quality and/or quantity in terms of this Agreement, and that amounts claimed are accordance with this Agreement and any purchase orders issued in terms thereof.
17	Prices
Add the following clause after clause 17.1:	
17.2	The contract price quoted by the Supplier is required to remain firm, subject to such adjustments as are specified in the Bid Document, and subject to any change in the scope of the services or Agreement which results in a change in the contract price, such scope change having been agreed to by both Parties.
22	Penalties
Substitute Clause 22.1 in its entirety with the following:	
22.1	Subject to Clause 25 and excluding any act or omission of the Purchaser or Third Party(ies) that cause or contribute to a failure of Services, if the Supplier fails to perform any or all of the Services within the period(s) specified in the Agreement, the Purchaser and the Supplier shall agree on corrective actions to be taken by the latter to achieve the intended deliverable. A failure by the Supplier to meet the deliverable within the revised time period shall result in the application of the following penalty -
22.1.1	Deduct from the contract price, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.
22A	Breach of Contract
Insert a new clause numbered Clause 22A, as follows:	
22A.1	If a Party commits a Material Breach of any provision of this Agreement, and the breach is capable of remedy, the defaulting Party must be notified and called on in writing to remedy the breach within a period of 5 (five) days from receipt of such notification.
22A.2	If the breach remains unremedied after the aforesaid notice period has expired, the Party calling on the defaulting Party will be entitled, but not compelled, to either terminate this Agreement with immediate effect by written notice to the defaulting Party and

	without prejudice to any of its rights to recover direct loss or direct damage or demand specific performance by the defaulting Party.
22A.3	It is further recorded that in the event of any of the Supplier's Personnel misbehaving in any manner which is not acceptable to the Purchaser, such misbehaviour shall not constitute a breach of this Agreement and the Supplier undertakes, subject to a written request from the Purchaser detailing proper and due reasons, to remove such personnel from the Purchaser's Premises, provided that such behaviour or acts of the Supplier's Personnel are not in direct contravention of any obligation placed on the Supplier in terms of this Agreement.
23	Termination for Default
Substitute Clause 23.1 in its entirety with the following:	
23.1	Either Party shall have the right, without prejudice to its other rights and remedies, to terminate this Agreement forthwith by written notice to the other Party if such other Party-
23.1.1	commits a Material Breach of any provision of this Agreement, and the breach is incapable of remedy;
23.1.2	is unable to pay its debts, or in terms of GCC Clause 26, becomes commercially insolvent or commits any act of insolvency;
23.1.3	is the subject of any order made or a resolution passed for the administration, winding-up or dissolution for reasons or purposes other than a solvent amalgamation or restructuring;
23.1.4	has an administrative or other receiver, manager, trustee, liquidator, administrator, or similar officer appointed over all or any substantial part of its assets;
23.1.5	enters into or proposes any composition or arrangement with its creditors generally;
23.1.6	files and/or receives an application or resolution for business rescue and/or is placed under business rescue pursuant to the sections of the Companies Act, No. 71 of 2008;
23.1.7	is the subject of any events or circumstances analogous to the foregoing in any applicable jurisdiction.
Add the following clauses after Clause 23 -	
23A	Termination by Agreement
23A.1	In the event of either Party intending to terminate this Agreement other than in the circumstances stipulated in Clauses 22A, 23, and 25, such Party shall seek consent, in writing, from the other Party, which consent shall not be unreasonably withheld.
23A.2	In the event that the other Party consents to the termination as envisaged in Clause 23A.1, the Agreement shall be terminated within such reasonable period as agreed upon by the Parties.
23A.3	Any amounts incurred by the Supplier prior to termination of the Agreement shall be paid by the Purchaser in accordance with Clause 16.
25	Force Majeure
Substitute Clause 25 in its entirety with the following -	
25.1	Neither Party shall be liable for failure to perform its obligations, under this Agreement if the failure results from any Force majeure event.
25.2	In the event of a force majeure event, the Party whose performance is affected by such event shall promptly notify the other Party in writing of such event, and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall use its best endeavours to seek all reasonable alternative means for performance not prevented by the force majeure event.
25.3	Should any force majeure event persist for a continuous period of one (1) month, either Party shall have the right to terminate the Agreement with immediate effect.
27.	Settlement of Disputes
Add the following sub-clauses after Clause 27.4	
27.4.1	The appointment of a mediator and the procedure thereof shall be agreed upon by the Parties.

27.4.2	Regardless of the outcome of a mediation the parties shall bear their own costs concerning the mediation and equally share the costs of the mediator and related expenses.
28	Limitation of Liability
Substitute Clause 28 in its entirety with the following -	
28.1	Notwithstanding anything to the contrary elsewhere indicated, stated or provided for although subject always to Clause 28.2 below, the Parties agree and the Purchaser acknowledges that: -
28.1.1	the function of the Services provided by the Supplier is to minimise, and not eliminate or prevent, the risk of Loss to property or person. The Supplier will use all reasonable endeavours to minimise Loss to the Purchaser but gives no warranty and has made no representation that the Services or the Supplier's personnel will be able to eliminate any such Loss;
28.1.2	the Supplier shall be liable to the Purchaser for Loss (from whatsoever cause arising and whether delictual or contractual) sustained by the Purchaser only if such Loss is sustained as a direct proven result of the negligence, wilful act or wilful omission to act of the Supplier or its Personnel, and any liability which the Supplier does incur to the Purchaser under or in connection with this Agreement shall be limited to, and shall in no circumstances whatsoever exceed the total contract price under this Agreement. Thus, the total amount that can be claimed by the Purchaser from the Supplier for the duration of this Agreement is equal to, in aggregate, the total contract price under this Agreement;
28.1.3	under no circumstances whatsoever shall the Supplier be liable for any indirect, special, incidental, punitive or consequential Loss (from whatsoever cause arising and whether delictual or contractual), under or in connection with this Agreement;
28.1.4	where the Purchaser or the Purchaser's Personnel (including Third Party Suppliers or Contractors) is reasonably suspected of having been involved, in collusion or otherwise, in any claim, the Supplier's maximum liability shall not exceed fifty percent (50%) of the total amount claimed;
28.1.5	the Supplier and the Supplier's Personnel shall not be liable to the Purchaser or the Purchaser's Personnel in any circumstances or to any extent whatsoever in respect of any Loss unless written notice of a claim is received by the Supplier following the discovery by the Purchaser or the Purchaser's Personnel of the Loss alleged to give rise to any such claim;
28.1.6	the Services are rendered to the Supplier in respect of the Purchaser Premises and the assets of the Purchaser, or the assets of Third Parties held on their behalf by the Purchaser only and do not extend to any portion of the Purchaser Premises which are occupied by Third Parties, nor to the assets of Third Parties otherwise than as contemplated herein unless specifically agreed to in writing between the Parties.
28.2	In the event that the Supplier performs a risk analysis of the Purchaser Premises, property or person and recommends or suggests preventative measures to the Purchaser to address such risks ("risk analysis") or the Supplier provides a written copy of the risk analysis to the Purchaser within a reasonable period after finalizing the risk analysis then neither the Purchaser nor the Purchaser's Personnel shall be liable to the Supplier, the Supplier's Personnel or any Third Party for any Loss whether direct, indirect, special, incidental, punitive or consequential and the Client hereby indemnifies and agrees to hold the Supplier and its personnel harmless in respect of all claims emanating from, caused by or arising out of any such Loss to the extent that same is attributable to the failure by the Supplier or its personnel to address or rectify any of the risks identified in the risk analysis.
28.3	This clause 28 shall survive completion, termination or cancellation of this Agreement for whatsoever reason or cause.
31	Notices
Substitute Clause 31 in its entirety with the following -	
31.1	Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given as set out hereunder and shall be deemed to have been received when:
31.1.1	Hand delivered - on the day of delivery;
31.1.2	Registered mail - five (5) working days after mailing;
31.1.3	Email - within one (1) working day after it has been sent
Add the following clauses after clause 34 -	

35	Whole Agreement
35.1	The Agreement between the Parties shall inter alia comprise of the following documents –
35.1.1	the Bid Document;
25.1.2	these Special Conditions of Contract;
35.1.3	the Supplier's bid submission in response to Bid Ref: NRF/SARAO SHRM/76/2025-26;
35.1.4	the Supplier's bid price submission in response to Bid Ref: NRF/SARAO SHRM/76/2025-26;
35.1.5	any Annexures, Schedules or Addendums referred to in the abovementioned documents.
35.2	In the event of a conflict between the General Conditions of Contract and the Special Conditions of Contract, the latter will prevail.
35.3	In the event of a conflict between the Special Conditions of Contract and any Annexures, Schedules and Addenda to this agreement, the Special Conditions of Contract will prevail.
35.4	The Agreement documentation as referred to in Clause 35.1 above, subject to Clauses 35.2 and 35.3 above, supersedes and replaces any prior arrangements, agreements and understandings of any nature whatsoever that may exist between the Parties with regards to any aspect, matter or thing referred to herein and shall be the sole recordal device of the Parties' rights and obligations <i>vis-à-vis</i> each other, in relation to the subject matter hereof.
36	Occupational Health and Safety when working on SARAO sites
36.1	The Supplier's personnel performing work at the Purchaser's Premises as part of this Agreement are required to undergo safety induction.
36.2	Over and above the obligations required by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, ('the Act'), the Supplier will be required to comply with all relevant health and safety written instructions given to them by the Purchaser's site safety Personnel, where relevant. Personal protection equipment, including closed safety shoes, hard hats, height safety equipment, and high visibility vests must be worn at all times while on the work site. The Supplier's Personnel are to obey all reasonable instructions, including signage, related to restricted access and speed limits on the Purchaser Premises.
36.3	The Supplier, once signing the Agreement, is responsible for itself, its employees, and all persons affected by its operations in terms of the Act and regulations promulgated in terms thereof. The Supplier must perform all work and use equipment on site in compliance with the provisions of the Act.
36.4	Where applicable, the Supplier must submit its Letter of Good Standing in terms of the COID Act to the Purchaser, and must ensure that it remains valid for the Initial Period.
36.5	Where applicable, the Supplier must maintain a health and safety plan complying with the requirements of the Act at the Purchaser Premises during the period that the Services are rendered at the Purchaser's Premises.
36.6	The Purchaser will manage the Supplier in its capacity to execute this Agreement to meet the provisions of the Act and the Regulations promulgated in terms thereof. The Supplier shall accept liability for any contraventions of the Act. Each member of the Supplier's team (including Personnel), must submit a signed indemnity form prior to entering the Purchaser's Premises, which must be kept in the Supplier's health and safety file.

GENERAL CONDITIONS OF CONTRACT (GCC)

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

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

GCC 1	Definitions – The following terms shall be interpreted as indicated:
1.1	"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
1.2	"Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	"Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	"Day" means calendar day.
1.8	"Delivery" means delivery in compliance of the conditions of the contract or order.
1.9	"Delivery ex stock" means immediate delivery directly from stock actually on hand.
1.10	"Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	"Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" mean the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
1.17	"Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site", where applicable, means the place indicated in bidding documents.
1.21	"Purchaser" means the organization purchasing the goods.
1.22	"Republic" means the Republic of South Africa.
1.23	"SCC" means the Special Conditions of Contract.
1.24	"Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application
2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	General
3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
GCC6	Patent rights
6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	Performance security
7.1	Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: 7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or 7.3.2 cashier's or certified cheque.
7.4	The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
GCC8	Inspections, tests and analyses
8.1	All pre-bidding testing will be for the account of the bidder.
8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
GCC10	Delivery and Documentation
10.1	Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the

	supplier are specified in SCC.
10.2	Documents submitted by the supplier specified in SCC.
GCC11	Insurance
11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	Incidental services
13.1	The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: 13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods; 13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods; 13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; 13.1.4 Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and 13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
GCC14	Spare parts
14.1	As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: 14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and 14.1.2 In the event of termination of production of the spare parts: 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and 14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
GCC15	Warranty
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
GCC17	Prices
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
GCC18	Contract amendment
18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
GCC19	Assignment
19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
GCC20	Subcontract
20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
GCC21	Delays in supplier's performance

21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
21.2	If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
GCC22	Penalties
22.1	Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
GCC23	Termination for default
23.1	The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part: 23.1.1 If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; 23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or 23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Authority will, at the discretion of the Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Authority actively associated.
23.6	If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: 23.6.1 the name and address of the supplier and / or person restricted by the purchaser; 23.6.2 the date of commencement of the restriction 23.6.3 the period of restriction; and 23.6.4 the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to

	the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	Notwithstanding any reference to mediation and/or court proceedings herein, 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and 27.5.2 the purchaser shall pay the supplier any monies due the supplier.
GCC28	Limitation of liability
28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
GCC33	National Industrial Participation Programme
33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC34	Prohibition of restrictive practices
34.1	In terms of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3	If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.

SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- | | |
|-----|---|
| 1. | I,, in my capacity as hereby undertake to render services described in the attached bidding documents to the South African Radio Astronomy Observatory (SARAO) , in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: NRF/SARAO SHRM/76/2025-26 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid. |
| 2. | The following documents shall be deemed to form, and be read and construed as part of this Agreement: |
| 2.1 | The Bid Document (Ref No. NRF/SARAO SHRM/76/2025-26), including the Special Conditions of Contract (SCC); |
| 2.2 | The Supplier's bid submission in response to Bid Ref. NRF/SARAO SHRM/76/2025-26; |
| 2.3 | The Supplier's bid price in response to Bid Ref. NRF/SARAO SHRM/76/2025-26; |
| 2.4 | Any Annexures, Schedules or Addendums referred to in the abovementioned documents. |
| 3. | The Supplier confirms that it has satisfied itself as to the correctness and validity of its bid; that the price(s) and rate(s) quoted cover all the services specified in the Bid Document; that the price(s) and rate(s) cover all its obligations, and accepts that any mistakes regarding its price(s) and rate(s) and calculations will be at its own risk. |
| 4. | The Supplier accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it under this Agreement. |
| 5. | The Supplier declares that it has not participated in any collusive practices with any third party regarding this or any other bid. |
| 6. | I confirm that I am duly authorised to sign this contract. |

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

<p>WITNESSES</p> <p>.....</p> <p>.....</p> <p>DATE:</p>
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SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER (SARAO))

1. I,, in my capacity as accept your bid under Reference Number: NRF/SARAO SHRM/76/2025-26 for the rendering of the services indicated hereunder and/or further specified in the annexure(s).
2. An official purchaser order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
- 2.2 The Supplier's bid submission in response to Bid Ref. NRF/SARAO SHRM/76/2025-26;

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	CONTRACT DURATION	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (IF APPLICABLE)
Provision of Diversity, Inclusion and Equity Intervention Programme for SARAO and SKAO Employees over a period of Three Years		3 Years		N/A

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON
.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

DATE

WITNESSES

.....

.....

DATE:

PART B.1 – PRICING

PRICING INSTRUCTIONS

1.	Applicable Currency: All prices shall be quoted in South African Rand.
2.	Completion of Pricing Schedule: Bidders shall complete the pricing schedule in full, inserting all the information required therein. In addition to the pricing schedule in this bid document, bidders may prepare a more detailed pricing schedule should they wish to do so, and include this in their pricing proposal, provided that such additional pricing schedule is in line with the deliverables on the SARAO issued pricing schedule.
3.	Applicability of Quoted Prices: All quoted prices must remain firm for the duration of the contract, unless stipulated otherwise in the special conditions of contract.
4.	Total Bid Cost: Prices quoted must be inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods.
5.	Fixed Price Bid: All prices quoted must be fixed for the duration of the contract.
6.	Bid Price Calculation: Estimates of quantities are provided to allow for the calculation of a bid price that allows equal comparison between bidders.

PRICING SCHEDULE (SBD 3.1)

YEAR 1						
No.	Activities	Site	Est. Man Hours	Unit Cost	No. of Sessions	Total Cost
1.	Diagnostic phase (Review historical data, conduct interviews and focus groups, prepare for feedback to staff)	N/A	R	N/A	R
2.	Feedback meeting to staff – diagnostic phase and framework of the training	Online	R	1	R
3.	DEI training workshops	SARAO & SKAO, Cape Town	R	6	R
		SARAO & SKAO, Carnarvon	R	2	R
		SARAO Hartebeeshoek & Johannesburg sites		R	2	R
					SUB-TOTAL	
					VAT	
					TOTAL - YEAR 1	

YEAR 2						
No.	Activities	Site	Est. Man Hours	Unit Cost	No. of Sessions	Total Cost
1.	Management DEI coaching (approx. 86 managers)	Cape Town	R	2	R
					SUB-TOTAL	
					VAT	
					TOTAL - YEAR 2	

YEAR 3						
No.	Activities	Site	Est. Man Hours	Unit Cost	No. of Sessions	Total Cost
1.	Prepare for preliminary feedback report and presentation to management	N/A	R	N/A	R
2.	Preliminary feedback and recommendation report to management	Cape Town	R	1	R
3.	Employee feedback session – progress and impact of training workshops	SARAO & SKAO, Cape Town	R	1	R

		SARAO & SKAO, Carnarvon	R	1	R
		SARAO Hartebeeshoek & Johannesburg sites	R	1	R
4.	Management recommendation report	N/A	R	N/A	R
SUB-TOTAL						R
VAT						R
TOTAL - YEAR 3						R

DISBURSEMENTS & TOTAL BID PRICE	
Disbursements – Year 1, 2 and 3 (provisional sum) incl. VAT	R300 000,00
TOTAL – YEAR 1 + YEAR 2 + YEAR 3 (incl. VAT)	R
TOTAL BID PRICE	R

**Note – All travel by the appointed bidder must be approved by SARAO prior to confirmation

PART C – RETURNABLE FORMS

SBD 4 BIDDER'S DISCLOSURE																										
1.	PURPOSE OF THE FORM																									
1.1	<p>Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.</p> <p>Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.</p>																									
2.	BIDDER'S DECLARATION																									
2.1	Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ² 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 -																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Full Name</th> <th style="width: 33%;">Identity Number</th> <th style="width: 33%;">Name of State Institution</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Full Name	Identity Number	Name of State Institution																					
Full Name	Identity Number	Name of State Institution																								
2.2	Do you, or any person connected with the bidder, have a relationship with any person employed by the procuring entity?	YES / NO																								
2.2.1	If so, furnish particulars:																									
2.3	Does the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?	YES / NO																								
2.3.1	If so, furnish particulars:																									

² The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3.	DECLARATION

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

CERTIFICATION

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

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

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

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

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

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

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

1.4 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for price of 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 and is based on B-BBEE Status Level of Contribution of the Bidder.

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

B-BBEE Status Level of Contribution	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	_____
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

BID SIGNATURE (SBD 1)

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

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

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

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

Signature of bidder:

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