



BID DESCRIPTION

THE PROVISION OF A PSIRA REGISTERED SECURITY SERVICE FOR A PERIOD OF 60 MONTHS AT THE NATIONAL RESEARCH FOUNDATION, PRETORIA BRUMMERIA CAMPUS.

FRAUD ALERT

It is common for scammers to call bidders pretending to be NRF's employees and offering to swing tenders your way for a fee. Do not fall for it, it is a scam!

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

Bidder Name:	
Number:	NRF/RIISA 11/2025-26
Closing Date:	25 August 2025
Closing Time:	11h00am
Compulsory Briefing Session:	14 August 2025
Venue:	Albert Luthuli Auditorium
Address:	National Research Foundation Meiring Naude Road, CSIR South gate, Brummeria, Pretoria GPS Coordinates: -25.75521668152804, 28.27645365234916
Time:	09:30am-10:30am
Electronic Bid Submission Procedure	Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response (SBD3.1). The financial response must be password protected. Attachments are limited to 20 MB per email
Email Address	bids@nrf.ac.za
Bids Naming	Split documents into: 1. Technical Proposal 2. Pricing Schedule
SCM and Technical enquiries are directed in writing to:	
Section	Supply Chain Management
Contact person	Supply Chain Coordinator
Email address	tender.enquiries@nrf.ac.za

TABLE OF CONTENTS

INTRODUCTION	3
BACKGROUND TO THE NRF	3
BACKGROUND TO RIISA	3
THE NEED FOR THIS PROCUREMENT WITHIN RIISA	3
PART A – BID REQUIREMENTS	4
THE REQUIREMENTS OF THIS BID	4
SERVICES REQUIREMENT SPECIFICATIONS	4
BIDDER ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS	15
CONTRACT PERIOD	17
CONTRACT MANAGEMENT	17
MANAGING PERFORMANCE LEVELS	17
GENERAL AND SPECIAL CONDITIONS OF CONTRACT	22
EVALUATION CRITERIA FOR THE BID	36
SITE INSPECTION EVALUATION CRITERIA	41
THE BID PREPARATION	42
THE BIDDER SELECTION PROCESS	43
PART B – PRICING	44
PRICING CONDITIONS OF CONTRACT FOR THIS BID	44
BID PRICE SCHEDULE (SBD 3.1)	45
PART C - RETURNS	49
INVITATION TO BID (SBD 1)	49
SUPPLIER INFORMATION	49
PART B - TERMS AND CONDITIONS FOR BIDDING	50
BIDDER'S DISCLOSURE : SBD 4	52
SBD 6.1 - PREFERENCE POINTS CLAIMED	57
REFERENCE LETTER FORMAT FOR BIDDER	60
LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY	62
BID SIGNATURE (SBD 1)	64

INTRODUCTION

BACKGROUND TO THE NRF

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

BACKGROUND TO RIISA

The Research Innovation Support and Advancement (RIISA) is a business unit of the National Research Foundation (NRF). RIISA is a multi-disciplinary organisation which promotes and support research through funding, human resources development, and provision of necessary facilities to facilitate the creation of knowledge, innovation, and development in all fields of research, including indigenous knowledge, and thereby to contribute to the improvement of the quality of life of all the people of the republic and Southern Africa. Further information about RIISA can be found on www.nrf.ac.za

THE NEED FOR THIS PROCUREMENT WITHIN RIISA

The National Research Foundation (NRF), located at South Gate, CSIR Complex, Meiring Naudé Road, Brummeria, Pretoria, is seeking to engage a PSIRA-registered security services provider. The successful company will be responsible for delivering comprehensive security services to safeguard the NRF premises.

The NRF campus encompasses approximately 29,000m² of grounds, including a 13,000m² building with four floors designated for offices, registry, a knowledge resource centre, meeting rooms, auditoriums, tea rooms, kitchens, training rooms, ablution facilities, and other facilities. The security services provider must deliver services such as 24-hour physical guarding security personnel on site, including armed response services available at all times, including holidays, throughout the duration of the contract. Additionally, they are responsible for conducting regular patrols at designated points within the building and across the campus premises.

Their responsibility extends to safeguarding NRF property against potential threats such as theft, vandalism, loss, or damage, and ensuring the safety of all NRF staff and visitors. They must be attentive to the specific needs of the organisation and maintain a secure environment at all times, effectively managing risks and fostering a safe, welcoming atmosphere for all occupants and visitors.

PART A – BID REQUIREMENTS

THE REQUIREMENTS OF THIS BID

The National Research Foundation (NRF) is seeking the services of a security service provider with the requisite skills and experience to effectively safeguard the campus. The service provider must demonstrate sensitivity to the specific needs of the organisation and deliver consistent security coverage.

The required security personnel include two PSIRA-registered Grade C security officers for the night shift and two PSIRA-registered Grade C security officers for the day shift, to provide services on a daily basis, seven days a week (Monday to Sunday), including public holidays. These services are to be rendered on a 24-hour basis for a period of sixty months.

SERVICES REQUIREMENT SPECIFICATIONS

SCOPE OF WORKS

1. SERVICES SUMMARY

- a) The appointed company provides security services to the site on 24-hour 7 days a week basis, with regular patrols of the grounds and building by the security officers.
- b) The appointed company assigns an Area Manager who must visit the site at least once per shift.
- c) The appointed Area Manager attend monthly meetings with NRF Building and Maintenance representative.
- d) The security services must be provided by two (2) day shift security officers with a Grade C PSIRA rating.
- e) The night shift security services must be provided by two (2) Grade C security officers also with a Grade C PSIRA rating.

The security officers will be responsible for:

- a) The vehicle main entrance gate access control management.
- b) The pedestrian turnstile gate for access control Management.
- c) Patrol services on the entire premises daily for 24-hours.
- d) Assist NRF employees with access when required.
- e) Perform random spot-checks on incoming and outgoing vehicles.

2. TASK REQUIREMENTS FOR THE SECURITY OFFICERS

- a) Security officers must always display valid PSIRA cards when on duty and practice professionalism
- b) The Guards must be registered with PSIRA and be in good standing with PSIRA and meet all the requirements of the PSIRA Act 56 of 2001.
- c) The security officers are responsible for the entrance and exit gates for access control during the day and at night.
- d) Processing (searching) of vehicles, vehicle occupants and walk-in-staff and visitors. This must be

done with the mobile data capturing device provided by the NRF. The information must be recorded on the vehicle entry or exit registers.

- e) Assist with handling of emergency situations and escorting personnel indicated as disruptive by NRF employees of site.
- f) Control and inspection/processing of visitors to the NRF building and any subcomponents.
- g) Assisting at night-time after 19h00 to open the entrance gate if staff members need to enter the NRF premises during closure of gates and to record which staff member entered and left after this time.
- h) Perform random searches of vehicles, or persons entering or exiting the Premises, and any weapons, dangerous or unusual items in the possession of such persons are to be reported to the NRF representative.
- i) Perform roving patrols of the Premises once every hour for the duration of a shift.
- j) The use of Cell Phones restricted for work purposes only. The use of NRF wireless internet must be used for work related purposes.
- k) Submit Monthly report of incidents, as recorded in the incidents register, these must be provided to NRF representative once a month, on a date to be determined by NRF. Should the predetermined date fall on a weekend day or public holiday, then the report must be submitted by the following Monday or first business day.
- l) In the case of occurrence of serious incidents, i.e. attempted theft, theft, vandalism, an act of God; the security officer must report such incident immediately to the NRF, including the actions that were taken by the security officer preceding, during, and following the incident.
- m) Security officers must be aware of and study the NRF's security procedure manuals.
- n) In terms of Private Security Industry Regulatory Act 56 of 2001, security officers shall have authority to arrest any person found committing an offence on the Premises or any part thereof.

2.1 Patrol Duties

- a) The service provider must provide tag points that will be strategically installed both inside the NRF building and along the outside perimeter to ensure comprehensive coverage and effective monitoring.
- b) On duty security officers are required to:
 - o Patrol the perimeters of the building, and premises on an hourly basis;
 - o Perform hourly patrols inside the building utilizing the installed Tag points.
 - o Check and report on the following aspects -
 - o External doors that are not locked after hours;
 - o External lights which are not illuminated during hours of darkness;
 - o Inspect inside offices to switch off air-conditioning units, heaters or lights left on after hours.
 - o Windows that are open or broken.
 - o Security of all storage areas; and Vehicles which are left in parking areas overnight.
- c) The service provider implements an NRF approved control system such as a clock card or system to always provide physical evidence of the presence of all its employees on site. The contractor supplies the data sheets to NRF representative at his request and submitted with payment certificates.

3. SECURITY EQUIPMENT

The following equipment /materials are to be supplied to the security staff by the security services provider, at their own cost:

- a) All guards must be provided with protective clothing (uniform) bearing the name of the company.
- b) Clock points and clock stick (or similar device) which will be used to track the guard at night doing rounds.
- c) Batons x4
- d) Handcuffs x4
- e) Whistle x4
- f) Pen and pocketbook x4
- g) Torch x4
- h) Two-way radios x4
- i) Taser x4
- j) Panic buttons (for armed response unit), this will be tested on regular interval to ensure its functionality
- k) Mace/ Pepper spray x4
- l) Registers x4
- m) Raincoats. X4

All equipment belonging to the security services provider and issued to the security service staff must comply with the requirements of the Occupational Health and Safety Act, 1993.

Company to provide signed proof of the listed items issued to all staff, all items to be properly maintained.

4.SPECIFIC SERVICE LEVEL REQUIREMENTS

4.1 Security Services

The standard of the services rendered must be in accordance with the standards set by the PSIRA (Private Security Industry Regulatory Authority).

The service provider security personnel must comprise of :

- a) Security Officers (site based DAILY);
- b) Security Manager (not site based once a month);
- c) Shift Commander (not site based); and
- d) Supervisors (not site based), for specific functions

The number of security officers required on duty at the Premises at any given time are two (2) Grade C officers of each sex.

Security clearance: The service provider to see those personnel in his service and especially those employed for the rendering of this service, always meet these requirements, especially:

- Police clearances
- Valid registrations with PSIRA (Private Security Industry Regulatory Authority)

The NRF will request the above information when conducting the site due diligence, prior to contract signing and during contract operation. This to ensure and maintain the required clearance and professional registration.

4.2. In execution of this agreement, the service provider must comply with the following :

- a) Security officers deployed to the site are trained to deal with the risks and any salutation that can pose a security risk to the NRF.
- b) The security services must include control of the entries and exits, body search (where applicable) and ID cards check/verification of the incoming people including the staff working at the site.
- c) The Service provider's personnel must always refrain from littering and keep the site/ground/building/work area occupied by them clean, hygienic, and neat. Under no circumstances do any security personnel trade on the NRF premises.
- d) The Service provider must not erect or display any sign, printed matter, painting, name plates, advertisement, articles, or objects of any nature whatsoever, in, or against NRF building or site or any part thereof without prior consent. The Service provider must not publicly display at any site any article or object which might be regarded as objectionable or undesirable.
- e) The service provider removes immediately upon notification any sign, printed matter, painting, name plates, advertisement, article or object displayed without written consent or which is regarded as objectionable or undesirable The Service provider is responsible for the costs of such removal.
- f) The service provider must ensure that all their processes comply with the basic conditions of employment. Additionally, they must avoid doing anything that could bring disrepute to NRF
- g) The service level for the armed response units is the minimum turnaround time of 15 minutes. The NRF will conduct tests to verify that this service level is delivered.
- h) At the service provider's Headquarters, proper staff files of all security staff employed are kept up to date by the service provider and are available for inspections by NRF. The minimum documents included in such files are, inter-alia, the following:
 - Scholastic/ education information
 - PSIRA Registration and Medical Fitness Certificates
 - Security clearances.
 - Schedule of valid gun licenses for armed response
- a) The service provider trains its employees in the NRF's emergency plans making the service provider's employees fully conversant with emergency plans and procedures on site and allowing the employees to give their full support in the event of an emergency.
- b) The service provider's employees must not work more than 12-hour shifts. The shifts that the security officers are required to work are as follows:

Monday - Saturday

 - 06:00 to 18:00 - Day Shift
 - 18:00 to 06:00 - Night Shift

Sundays and Public Holidays

- 6:00 to 18:00 - Day Shift
 - 18:00 to 06:00- Night Shift
- c) The service provider must always have the site supervisor visit regularly during each shift . This includes a duly appointed Security Manager, Shift Commanders for each shift and supervisors for specific functions. Area manager shift Commanders may form part of the functional staff.
- d) The service provider must always have detailed procedure manuals for all security functions available on the NRF premises.
- The service provider, in consultation with the NRF staff customize the procedures manuals to meet the NRF sites' requirements.
- Procedure manuals are submitted for the approval of NRF at the start of the Contract.
- Approval of the manuals does not relieve the service provider from any of their obligations under the Contract.
- Should NRF discover any deficiencies in the Procedure Manuals subsequent to approval of such Manuals, the service provider may be ordered to amend the Manuals to the satisfaction of NRF at the cost of the service provider.
- e) The service provider must establish communication linkage with the SAPS (South African Police Services).

4.3 Armed Response

- a) The service provider must have armed response available 24hrs a day for the NRF Brummeria campus.
- b) Service could be outsourced, proof of appointment to be supplied by service provider.
- c) Armed response units must be within a geographical area of the site to deliver a maximum reaction time of 15 minutes.
- d) The service provider must have a well-established, (24) hour security control room within the boundaries of the Tshwane Metro.
- e) The NRF will conduct Ad hoc tests to the quick response system/ armed response to verify the reaction time of 15 minutes.

4.4 Dress Code (Uniform And Identification):

The service provider undertakes that each and every member of the security personnel will at all times when on duty be fully equipped in respect of:

- a) A full uniform: neat and clearly identifiable uniform of the service provider which include matching raincoats and overcoats for personnel performing duties on the external premises of the site.
- b) A clear identification card of the company with the members photo, identification photo, identification and staff number on it, always worn conspicuously on his/her person.
- c) No combat uniform will be worn on site.

The officer's uniforms kit must include the following but not limited to

- a) 1x Bomber Jacket
- b) 1 x Rain suit
- c) 1 x Jersey
- d) 1x Blazer
- e) 2 x Shirts
- f) 2 x Pants
- g) 2 x Pairs Socks
- h) 1 x Pair Boots
- i) 1 x cap /sun hat
- j) 1 x Rank Insignia
- k) 1x beanie

The service provider must provide signed proof that all listed items have been issued to their staff. Additionally, all items should be properly maintained to ensure their longevity and functionality.

4.5 Officer's Training

- a) Security officers supplied to render the services, must be trained to the standard set by the Security Officer's Board by a training Centre accredited by the security Officer's Board (PSIRA).
- b) A copy of the training certificate in respect of each security officer supplied to render the services must be handed to NRF within seven (7) days after the security officer(s) commencement of service.
- c) Security officers must be trained and certified in basic firefighting and first aid training.
- d) Security officers must have at least the Senior Certificate level. The security officers have good abilities to communicate in English and shall be able to read and write in English.
- e) Security officers must not be younger than 19 years of age.
- f) Security officers supplied to render the services must have (2) two years' consecutive experience or more.
- g) NRF may require the removal or substitution of specific security personnel from its premises upon giving valid reasons to the services provider,
- h) The NRF has the right to screen the security officer(s) who will be deployed to work on the NRF campus. The screening will be done within (7) seven days after the commencement of the service and may verbally request an immediate replacement should the security officer not meet the criteria or perform up to the accepted standards.
- i) The service provider must submit a recent SAPS Criminal record clearance certificate, (at his /her own expense) to NRF in respect of all personnel supplied to render the service, within (14) fourteen days after the security officers commence the service. Failure to meet this condition will result in the removal of the service provider's personnel from NRF premises.
- j) At all times the security officer must present an acceptable image and appearance which includes, inter alia, that they may not sit, lounge about, smoke, eat or drink while attending to people or sleep on duty. The guard house must be kept clean at all times and, no visitors or NRF employees will be allowed in the guard house.
- k) Supervisors and security officers must always present a dedicated attitude/approach to

security, which attitude/approach imply inter alia, that there shall be no unnecessary arguments with visitors/staff or discourteous behaviour towards them

- l) Supervisors and security officers must be physically healthy and medically fit for the execution of their duties and by presenting security officers for positioning within this service, the service provider warrants that they are good standing with PSIRA (Private Security Industry Regulatory Authority) Regulation
- m) The NRF has the right to ascertain from the Private Security Industry Regulatory Authority whether the security officers, supervisor, manager, and commanders are in good standing with the Private Security Industry Regulatory Authority. The Shift Commander must correctly complete deployment sheets

When security officers must be sent on training, arrangements must be made with the NRF representative for when and how long the training will be so that a replacement can be put in place for the mentioned time.

5. PUBLIC IMAGE

- a) Public image is very important to the NRF and therefore the Security officers must always try and assist visitors and staff members by being: -
 - Friendly
 - Professional
 - Helpful
 - Knowledgeable

6. REGISTERS (OCCURRENCE BOOK/ INCIDENT REGISTER/ACCESS CONTROL REGISTERS)

- a) The service provider maintains an occurrence book that gives an overall picture of activities, inspections by supervisors, and all other relevant occurrences at the NRF premises.
- b) The Service provider's security staff on duty must make the following entries in the occurrence book:
 - All listed routine procedures such as patrols undertaken,
 - Handing over of shifts,
 - Mentioning the procedures followed, by whom and the time of commencement, these entries shall be made clearly legible, in blue/black ink.
 - All incidences, however, slight or unusual, are recorded with reference made to the correct time and relevant actions taken.
 - All security staff activities, especially deviations in respect of the duty list, specifying particulars of the staff and relevant times.
 - The issue and/or receipt of keys, specifying the time and by whom they were received or delivered.
 - The unlocking or locking of doors or gates, specifying the time and by who locked or unlocked.
 - The handing over of shifts, mentioning all names of all shift staff and accompanying equipment and aids. In this case, staff taking over as well as staff handing over shall sign the entry/entries.
 - After the taking over of shifts, first level supervisor makes an entry declaring that he has read

the Occurrence Book in order to acquaint himself with events that occurred during the previous shift. These physical visits by area managers and top management. These entries shall be done in red ink.

Note: Under no circumstances may an entry in the occurrence book be erased, painted out with correction fluid, or totally deleted. It shall only be crossed out by a single line and initialled on the side.

The Service provider shall store the completed (full) Occurrence Books until the end of the contract (and for a period of at least twelve months after the end of the contract.)

7. ACCESS CONTROL REGISTERS/FORMS (WHERE APPLICABLE)

- a) The service provider provides (approved by the NRF) access control forms that contain records i.e information available at all times regarding persons and vehicles admitted to the site within a specific period, in case an occurrence, or occurrences, should take place which might lead to a judicial enquiry or other investigation.
- b) No persons may enter the NRF campus on foot or in a vehicle without completing the access control forms and registers if they do not have operational NRF access via the biometric system.
- c) All NRF members enter the NRF campus on foot must make use of the turnstile provided for pedestrians no NRF employee will be allowed to walk in though the vehicle boom gates to enter the NRF campus.

8. DUTY LIST:

- a) The service provider provides the duty list in a format that serves as proof, always that staff that should be on duty per shift, are indeed on duty.
- b) The service provider has daily, weekly, or monthly duty lists of all security staff on duty, as purported in this agreement, kept in the security control office where such service is rendered.
- c) Any change to the duty list shall be crossed out by a single line, initialled, dated and noted in the occurrence book.
- d) The NRF Security Manager will be supplied with a working roster for the whole month at the beginning of the month for record keeping of security guards on duty at the NRF campus.

8.1 Duty Sheet:

- a) The service provider shall have on-site a fully expounded duty sheet per duty point.
- b) The service provider must sign the duty sheet for all security staff on duty proving that they know what the duties are required in this agreement.

8.2 Inspections of the service level in operation:

- a) The NRF representative together with the service provider's manager performs a documented thorough inspection of the service being performed at least once every month.
- b) NRF has the right to inspect the service and service levels rendered by the service provider at any time, to verify that the service is rendered in accordance with the conditions of the contract

and the site specification.

- c) NRF has the right to demand from the service provider that any of their employees be replaced, should justifiable reasons exist, and in such a case the employee must leave site immediately. NRF will not be liable to any person whatsoever (including the service provider's employees) for any damages or claims of whatever nature which may arise because of this replacement, and the service provider indemnifies NRF against any such claims.
- d) NRF representatives will have a right to daily check whether sufficient personnel are available at the site in accordance with the set terms and conditions.

The service provider records all security personnel shortages in the occurrence register.

9. CONTACT WITH THE NRF REPRESENTATIVE:

- a) The supervisor must immediately report any abnormal and/or noteworthy incident to the NRF representative who in turn will inform Top Management.
- b) A formal monthly meeting is held where formal discussions are between NRF representatives and the service providers' supervisor/manager or Service provider himself. Minutes of the meeting must be kept by NRF with a copy for the service provider.
- c) The Service provider furnishes a monthly report of the security service incidents, etc. which transpired in the previous month to NRF representative.

10. LOST ARTICLES

- a) *Definition:* lost article are articles found at the site of which the ownership could not immediately be established.
- b) Lost articles must immediately be handed in at the building and Estate Management office on the site for safekeeping and recorded in the occurrence register.

11. DELIVERIES

- a) Security personnel must not accept/receive any delivery for an official of NRF.
- b) The official himself/herself or a colleague may accept/receive the delivery.
- c) Should the delivery be urgent or a sensitive/valuable article this must be referred and/or arranged with the Estate Management office.
- d) All deliveries must be referred to the NRF reception.
- e) In exceptional circumstances after hours collections or deliveries must be agreed with NRF representative in advance and noted in the occurrence book.

12. LABOUR UNREST INCIDENTS

- a) If the services are interrupted/ or temporary deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause beyond the control of the service provider, the NRF and the service provider must come to an agreement on

methods to ensure continuation of the security service.

- b) In the event of any industrial action by employees or former employees of NRF at the site, the security personnel on site shall immediately notify management of the service provider who shall interact with management of NRF on how to respond to the industrial action.
- c) The security personnel on site shall do everything in their power to secure the site and protect NRF property.

13. ORGANIZATIONAL EQUIPMENT

- a) The service provider may not, unless otherwise agreed to in writing by the NRF, make use of any of the NRF's equipment, aids and/or property for purpose of compliance with these terms and conditions, which equipment, aids and / or property include, inter alia, vehicles, stationery, firearms, room, and furniture.
- b) All keys required to obtain access to those parts of the site where service is rendered are provided by NRF
- c) The security officers will be required to sign the key register to confirm receipt of such keys.

14. TERMINATION OF SERVICES

- a) The NRF terminates the contract at any time if the service provider's service is not satisfactory after that has been agreed by both parties.
- b) Unsatisfactory performance is addressed through the provider's senior management. If the issue(s) remains unresolved, a termination procedure is enacted. Specifically, the NRF has the right to terminate the contract at any time if the service provided does not meet the agreed-upon performance standards see page 19-22 and the scope of works indicated in this document.
- c) The contract is terminated immediately when the service provider no longer qualifies as Security Officer in terms of the Act.
- d) The service provider must notify the NRF immediately if any member of its security personnel no longer meets the qualifications or conditions of the Act and the service provider must immediately remove from the site and replace any of its employees who no longer qualify as security officer in terms of the Act/ PSIRA regulations.
- e) Notwithstanding any other provisions of this Agreement and in addition to the termination rights under the General Conditions of Contract (GCC), the NRF reserves the right to terminate this Agreement, in whole or in part, for operational reasons. Such reasons may include, but are not limited to, the adoption or implementation of an optimised, nationally sourced facilities management model or strategy aimed at improving efficiency, reducing costs, or aligning with national procurement directives or mandates. In the event of such termination, the NRF shall provide the Service Provider with not less than sixty (60) calendar days' written notice. The Service Provider shall not be entitled to claim any compensation or damages arising from such termination, save for payment due for services satisfactorily rendered up to the effective date of termination. The Service Provider shall take all reasonable steps to ensure an orderly handover and transition, including the provision of relevant

documentation, records, and assistance as may be reasonably required by the Purchaser

15. PUBLIC LIABILITY AND INDEMNITY

- a) **Public liability insurance:** The bidder must submit a valid and active Public liability insurance of a minimum of R2m or a letter of intent must be submitted with the bid on the closing date. Upon award, the service provider will be required to produce a valid public liability insurance of a minimum of R2 million.
- b) **Indemnity: The service provider indemnifies,** holds harmless and keeps the NRF, its employees, visitors, clients, contractors, and sub-contractors fully indemnified from and against all liabilities, claims, actions, proceedings, damages, loss of earnings suffered or incurred by NRF, its officers, agents, employees, contractors, clients and sub-contractors.

16. ACTS APPLICABLE IN TERMS OF THE SECURITY SERVICES

The service provider is responsible for access control management to prevent the unauthorized access of people and vehicles and the bringing in of any dangerous objects on to property in order to safeguard the people, the property and the premises.

In order to safeguard the premises and or vehicles and the contents thereof as well as the people therein or thereon, the service provider must do this in terms of the following acts:

- a) The application of the Control of Access to Public Premises and Vehicle Act, 1985, Section 2, 3 and 4, as well as; C5.
- b) The application of the Criminal Procedure Act, Act 51 of 1977, Section 20, 23(b) (as amended in the Criminal Procedure Amendment Act, 33 of 1986) Section 24, 29 and 42 (as amended in the Amendment of the Criminal Law Amendment Act, 59 of 1983) as well as Section 46, 49, 50 and 51
- c) Section 13 of the Constitution regarding violations must be avoided.
- d) The Firearms Control Act 60 of 2000, section 10, 34, 90 and 106.
- e) Private Security Industry Regulation Act 56 of 2001
- f) Protection of Information Act 84 of 1982
- g) Trespass Act 6 of 1959
- h) Occupational Health and Safety Act 85 of 1993
- i) National Key Points Act

17. MINIMUM WAGES

The NRF requires the service provider to pay his/her employees at least the minimum monthly basic wage in terms of section 56 of the Basic Conditions of the Employment Act, no 75 of 1997, Sectoral determination 1: Security Sectoral Determination published in the Government Gazette no: 39156 dated 01 September 2015 and all updated amendments, thereby avoiding any service interruptions.

Bidder must sign and submit with the tender submission of **CODE OF COMPLIANCE/DECLARATION** on Annexure D on page 65.

18. HEALTH AND SAFETY

The bidder must be registered in terms of Section 26 of the Unemployment Insurance Act (UIF) 1996 and in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour.

Occupational Safety and Health:

- a) The bidder must at all times comply with the provisions of the Occupational Safety and Health Act, 1993 with regards to the safety and maintenance of equipment used.
- b) The appointed bidder is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof.
- c) All South African government regulated protocol must be practised such as Covid-19 regulations.
- d) The appointed bidder, once the contract is signed, must sign the NRF's Section 37.2 agreement

19. Meeting Management

- a) Types of meeting – All meetings shall be held at the NRF premises.
- b) Who keeps minutes and records – Service provider to send minutes to NRF representative for approval.
- c) Who attends – Service provider management, NRF representative, and service provider Supervisor
- d) Who prepares the agenda –The NRF representative and service provider can prepare agenda, the agenda must be shared at least two days before the scheduled meeting date on the agenda
- e) Frequency of meetings- Will be done as per request from the NRF representative.

BIDDER ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS

- 1 The bidder must meet the following minimum requirements to execute the contract. The bidder must provide full portfolio of evidence to each requirement to allow RIISA's evaluation committee to assess the bidder's eligibility. Bidders who have not submitted the required mandatory document or documents will be disqualified from the evaluation.

Mandatory documents:

- 1.1 The bidder must be registered with PSIRA, be in good standing and submit proof of membership.
- 1.2 The bidder Must submit the letter of good standing with Department of Employment and Labour (COIDA).
- 1.3 The bidder must provide verifiable evidence of offices in the Gauteng region. (Proof of lease agreement or municipal bill not older than three months). The office/control room must be within 50km radius relative

to National Research Foundation, Meiring Naude Road, CSIR South gate, Brummeria, Pretoria, PS
Coordinates: -25.75521668152804, 28.27645365234916.

1.4 The bidder must submit a valid and active public liability insurance of a minimum of R2million, or Submit a letter of intent to subscribe/ take on public liability insurance of a minimum of R2million on the closing date. Upon award, the service provider is required to submit a valid public liability insurance of a minimum of R2million.

a) The bidder must provide minimum three written references, with contact details for those customers for whom the bidder has completed security services with an armed response requirement within the last 60 months.

The bidder must use **ANNEXURE A** on page 60 for the references letters.

Or

Reference letters not submitted as per **Annexure A** requirement must contain the following:

- a) Referee Company letter head
- b) Bid description/ contract description similar to scope of work in this document.
- c) Value and Period of contract
- d) Contact details of referee (email address and telephone/ cell phone number)
- e) Signature of referee and date of signature.

Or

Bidder must submit a list of a minimum of three clients with contactable reference see Annexure B on page 62 (LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY).

Failure to comply with the requirements outlined above for reference letters or list of similar projects will result in the reference letter being deemed non-responsive and it will not be considered during the evaluation process.

1.5 The bidder must provide proof of appointment of an armed response service provider if they do not have an in-house armed response team. This proof is a mandatory requirement and must be supplied to demonstrate that the armed response service will be provided through an outsourced, security services company.

1.6 The bidder must submit a Plan/methodology including (GPS tracking or Maps positioning) stating where the service provider stations their Armed response units within a geographical area of the site to deliver a maximum reaction time of 15 minutes. The plan must include a Real-time dispatch system linking guard response teams with control centre see ANNEXURE C on page 62.

1.7 Bidder must sign and submit with the tender submission of **CODE OF COMPLIANCE/DECLARATION** on Annexure D on page 63.

1.8 The bidder must provide its legal detail on its submitted SBD1 form accompanied by the detail CSD report.

1.9 The bidder must submit its pricing in the attached SBD3.2 form with detail pricing data as annexures.

1.10 The bidder, where claiming preference, must provide the appropriate preference claim form. SBD6.1

CONTRACT PERIOD		
The contractual period for this bid is sixty (60) months commencing from the date of final signature on the SBD 7.1 Contract Signing Form. This contract shall commence on the commencement date and shall continue for the initial period, unless terminated by any of the contracted parties in accordance with Clauses GCC22, GCC23, and GCC25 below. Should the procurement institution wish to exercise the option to renew the contract, the procurement institution will give the contracted party a prior notice, in writing, of the intention to renew. The contract renewal will become effective once all parties to the contract have signed the amended contract form (SBD7). All parties signing the contract form (SBD 7) are deemed to have the authority to do so.		
CONTRACT MANAGEMENT		
1.1 Service provider appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager. Contract Communication 1.2 The NRF communicates in writing including through email. <table border="1" style="width: 100%;"> <tr> <td>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:</td></tr> <tr> <td>Email – after it has been sent</td></tr> </table> 1.3 The NRF maintains all contract documentation, and communications and correspondence for record purposes. 1.4 The NRF allocates the contract number with secondary reference numbers i.e. purchase order numbers and will inform the contractor of these numbers. The NRF will require any communication to contain the contract number.	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:	Email – after it has been sent
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:		
Email – after it has been sent		
MANAGING PERFORMANCE LEVELS		
All penalties are applicable per incident and will be deducted directly from the monthly invoice. The contractor shall be responsible for maintaining compliance at all times to avoid penalties and contractual termination. The NRF reserves the right to review the circumstances of each breach before applying penalties. The NRF reserves the right to discuss the breach with the service provider and allows time for correction before applying the termination clause refer to point 13 on page 14. Escalation Process The NRF shall send a formal written notice to the service provider to remedy the default with immediate effect, the following process will be followed: 1. Issue Identification • Trigger: Any deviation from expected security standards, breach, incident, or performance issue (e.g., response delays, non-compliance, missed patrols).		

- **Responsibility:** Security personnel, control center staff, or service provider representatives.

2. Initial Resolution Attempt The NRF Will contact (frontline security team or supervisor)

- **Action:** The frontline security team or supervisor investigates the issue.
- **Response Time:** Within a predefined timeframe (e.g., 1 hour or immediately if critical).
- **Outcome:**
 - **Resolved:** Issue documented and closed.
 - **Unresolved or Critical:** Escalate to the next level.

3. First Level Escalation The NRF Will contact (Team Supervisor/Regional Manager)

- **Responsibility:** Supervisor or regional manager reviews the incident.
- **Actions:**
 - Investigation and root cause analysis.
 - Communicate with the involved team.
 - Implement corrective actions if applicable.
- **Response Time:** Within 4 hours or same business day.
- **Outcome:**
 - **Resolved:** Document corrective measures.
 - **Unresolved/Serious:** Proceed to the next escalation level.

4. Second Level Escalation The NRF Will contact (Contract/Account Manager)

- **Responsibility:** Service provider Account Manager or Security Service Manager.
- **Actions:**
 - Contact involved parties.
 - Review incident and performance records.
 - Initiate formal action plan or performance improvement plan.
- **Response Time:** Within 24 hours.
- **Outcome:**
 - **Corrected:** Performance monitored.
 - **Persistent Issues:** Escalate to senior management.

5. Executive Escalation The NRF Will contact (Senior Management)

- **Responsibility:** Company senior management (e.g., Operations Director).
- **Actions:**
 - Review performance trends.
 - Engage in strategic issue resolution or contractual discussions.
 - Implement penalties, retraining, or termination if warranted.
- **Response Time:** As needed, within 48 hours per.

6. Critical Escalation/Legal (If applicable)

- For severe breaches or legal issues (e.g., safety violations, misconduct), escalate immediately to

legal and compliance teams for further action. Services provider must inform NRF project manager.

The service performance levels are:

SERVICE LEVEL PERFORMANCE BEING MEASURED FOR DAY AND NIGHT SHIFT SECURITY OFFICERS	PERFORMANCE MEASUREMENT METHODOLOGY	PENALTY TRIGGER	PENALTY
Provision of uninterrupted Services, as stipulated in this Bid Document, for the Contract Period.	Deployment of Services at identified security deployment points per 12-hour shift on a 24/7 basis per required complement to the NRF (National Research Foundation)) Building located in at South Gate, CSIR Complex, Meiring Naudé Road, Brummeria, Pretoria.	Thefts, Security officers not qualified as per the requirement.	1. The NRF shall send a formal written notice to the Contractor to remedy the default with immediate effect, failing which will activate GCC CLAUSE 21.5. 2. Further non compliance GCC CLAUSE 22 will apply
		No security officers on site as per contract requirement of this bid document.	4.The NRF shall send a formal written notice to the service provider to remedy the default with immediate effect, failing which Clause 23 of this Agreement (GCC) will be invoked. Further non-compliance will result in Termination of contract.
Corporate uniforms for officers onsite	Officers provided with full corporate uniform	If an officer's uniform is found in any of the following states: 1. Old uniform 2.Torn uniform	Failing which will activate GCC CLAUSE 22.1 AND GCC Clause 22.

		3.No Uniform	
Routine patrol as guided by the patrol clocking points	Patrol tagging report	Missed 5% of tagging points	1. FAILURE WILL activate GCC CLAUSE 22.1 AND GCC Clause 22. 2.If more than 20% tagging is missed . GCC CLAUSE 23.1 will apply.
Contract Cost	Both parties jointly check that services are within the proposed budget	There are unbudgeted cost overruns	Costs outside the statement of services or which have not been approved by the NRF will be for the account of the contractor
Armed response service level	NRF Will conduct ad hoc tests to verify this service level	Armed personnel showing up More than 15 minutes and less than 20 minutes' response time to site in case of emergency or when NRF test the response time.	1. Failing which GCC Clause 22.1 AND GCC Clause 22. of this Agreement (GCC) will be invoked. 2.Further failure to perform clause 23 of GCC will apply
		No response or Response time over 20 minutes	Termination/ replacement of Armed response service by the service provider.
Supervision Service	Utilization of Registers by service provider personnel as stated in this contract	No record of supervisor/area manager on site for week. Evidence shown in the registers, Occurrence book e.t.c	1. Failing which GCC Clause 22.1 AND GCC Clause 22. of this Agreement (GCC) will be invoked. 2.Further failure to perform clause 23 of GCC will apply

		No record of supervisor/area manager on site for a month	1. Failing which GCC Clause 22.1 AND GCC Clause 22. of this Agreement (GCC) will be invoked. 2. Further failure to perform clause 23 of GCC will apply .
Compliance and adherence to the Private Security Industry Regulation Act, Act no. 56 of 2001 (PSIRA). Improper conduct by a security service provider.	The company and its employees must be active members of PSIRA for the duration of the contract. Proof must be made available as and when requested by the NRF	No proof of PSIRA compliance	Termination of contract If the security service provider is found guilty of improper conduct in terms of the contract, the service provider will be reported to PSIRA and be subjected to the penalties as contemplated in PSIRA code of conduct
Records and register management	Availability of all stipulated records and registers	No records or incomplete records	1. Failing which GCC Clause 22.1 AND GCC Clause 22. of this Agreement (GCC) will be invoked. 2. Further failure to perform clause 23 of GCC will apply.
First Aid and Basic Firefighting training	Valid Certificate's produced by service provider	No Proof of Certificates	1. Failing which GCC Clause 22.1 AND GCC Clause 22. of this Agreement (GCC) will be invoked. 2. Further failure to perform clause 23 of

			GCC will apply
GENERAL AND SPECIAL CONDITIONS OF CONTRACT			
In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words “department” means organs of state inclusive of public entities and vice versa, and the words “will/should” mean “must”. The National Research Foundation cannot amend the National Treasury’s General Conditions of Contract (GCC). The National Research Foundation 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		

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
	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

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
	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.
SCC5A	Copyright and Intellectual Property
	Intellectual property refers to creation of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others). Background intellectual property is defined as the intellectual property pertaining to this contract and created and owned by any of the contracted parties to this contract prior to the effective date of this contract. Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract. All background intellectual property (existing prior to this contract) invests in and remains the sole

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.

The contracted party grants the NRF a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the NRF to obtain the full benefit of the contracted deliverables for this contract.

The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the NRF unless where agreed in writing to a different allocation of the ownership of the contract intellectual property with such allocation being an append to this contract.

Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.

The contracted party agrees to assist the NRF in obtaining statutory protection for the contract intellectual property at the expense of the NRF wherever the NRF may choose to obtain such statutory protection.

The contracted party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the NRF or as the NRF may direct, and to support the NRF or its nominee, in the prosecution and enforcement thereof in any country in the world.

The contracted party irrevocably appoints the NRF to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the NRF, in its discretion, requires in order to give effect to the terms of this clause.

SCC5B Confidentiality

The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the NRF and after termination of its involvement with the NRF, the recipient shall not:

- Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent.
- Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or
- Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.

The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

- Disclose the confidential information to any third party, or
- Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

- The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

- Was independently developed by the recipient prior to its involvement with the NRF or in the possession of the recipient prior to its involvement with the NRF;
- Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
- Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the NRF, or
- Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the NRF of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the NRF all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:

- All written disclosures received from the NRF;
- All written transcripts of confidential information disclosed verbally by the NRF; and
- All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.

SCC5C	Copyright and Intellectual Property
	The third party hereby gives the NRF permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition.
GCC6	Patent rights

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

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 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.
SCC	An acceptable financial performance bond is required where an upfront deposit is paid by NRF over an amount of R 1 million (or such lesser amount as specified here) to the same value as any such upfront deposit.
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.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

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.
SCC	No special condition applicable, unless specified elsewhere in this document.
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.
SCC	No special condition applicable, unless specified elsewhere in this document.
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.
SCC	The appointed bidder carries insurance of at least 3% of the contract value or R 2 million for public liability, product liability, and professional indemnity, whichever is greater.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
SCC	No special condition applicable, unless specified elsewhere in this document.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
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.
SCC	In the event that this document makes provision for such service elsewhere in this document, it is only valid if confirmed through the issue of a written purchase order that specifies, where applicable, quality, quantity, description, unit price, and delivery date.
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.
SCC	In the event that this document specifies provision of spare parts elsewhere, the term "may" in GCC14 is replaced by the term "shall", the supplier provides at commencement of the contract a list of spares, whether in stock or ordered in from the OEM, their lead times for delivery to NRF and their unit prices and at each time, the list is amended, updated, or re-priced. The supplier undertakes to hold and/or make available an adequate supply of spares parts within reasonable periods upon receipt of purchase order issued by the purchaser in terms of the pricing mechanism in GCC17.
GCC15	Warranty
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	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.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
SCC	Payment is made 30 days after receipt of invoice or claim by the purchaser to NRF which period is automatically extended by any delay occasioned by the supplier such as failure to supply a copy of the delivery note, if applicable; and/or failure to provide proof of fulfilment of other obligations stipulated in the contract
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.
SCC	No additional special conditions other than stated in the price section in this document.
GCC18	Contract amendment

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
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

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	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

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
	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.

GENERAL AND SPECIAL CONDITIONS OF CONTRACT	
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 ¹	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.

¹ Research

EVALUATION CRITERIA FOR THE BID

NOTE : failure to submit evidence in support of each evaluation criteria will result in disqualification. No second opportunity will be given to submit documentation not included in the bid, 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.

Document description	Reference to bidder's document	Weight	Decision Criteria (All criteria are weighted equally to each other)	Decision Matrix	Bid Section Reference
Proof of valid membership of PSIRA		Mandatory	The bidder must be registered with PSIRA, be in good standing	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 15-17
Signed SBD 4		Mandatory	Has the bidder made any disclosures of ethical and practises?	GO/NO GO	Pages 46-48 Bidder Eligibility And Mandatory Returnable Documents
			Does the CSD report show any issues	GO/NO GO	
			Has the bidder been disbarred	GO/NO GO	
Signed SBD 6.1		Mandatory	Is the bidder claiming preference point for the price competition?	GO/NO GO	Pages 49-51 Bidder Eligibility And Mandatory Returnable Documents
A valid B-BBEE certificate or sworn affidavit		Optional	Did the bidder submit a valid B-BBEE certificate or sworn affidavit?	GO/NO GO	Pages 49-51 Bidder Eligibility And Mandatory Returnable Documents
Signed SBD 3.1		Mandatory	Did the bidder submit its pricing schedule in a separate email?	GO/NO GO	Pages 41- 42 Bidder Eligibility And Mandatory Returnable Documents
Signed SBD 1		Mandatory	Has the bidder signed the SBD 1?	GO/NO GO	Pages 43-46 & 52
The bidder must submit a valid and		Mandatory	Has the bidder the required public	GO/NO GO	

active public liability insurance of a minimum of R2million or Submit a letter of intent to subscribe/ take on public liability insurance of a minimum of R2million on the closing date. Upon award, the service provider is required to submit a valid public liability insurance of a minimum of R2million.Proof of which must be submitted with the bid on the closing date.			liability insurance and indemnity cover or letter of intent. Is the document valid at the closing date of the Bid?(Check inception date and period on the submitted copy of cover)		Pages 16-17 Bidder Eligibility And Mandatory Returnable Documents on page 15-17
The bidder Must submit the letter of good standing with Department of employment and Labour COIDA registration certificates must be provided.		Mandatory	Bidder is in good standing with the Department of employment and labour .The BEC can contact Department of employment and labour to verify good standing. Check validity on the submitted document.	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 15-17

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference
The bidder must provide verifiable evidence of offices in the Gauteng region.		Mandatory	Bidder has offices within 50KM from the site being protected (Proof of lease agreement or municipal bill not older than three months). BEC can check provided address distance on google maps in relation to NRF.	GO/NO GO	Error! Reference source not found. Bidder Eligibility And Mandatory Returnable Documents on page 15-17
The bidder must provide minimum three written references, with contact details for those customers for whom the bidder has completed security services with an armed response requirement within the last 60 months. The bidder must use ANNEXURE A on page 60 for the reference's letters. Or Reference letters not submitted as per Annexure A requirement must contain the following: a) Referee Company letter head b) Bid description/ contract description similar to scope of work in this document. c) Value and Period of contract d) Contact details of referee (email address and telephone/ cell phone		Mandatory	Was ANNEXURE A on page 60-61 utilised format for references?	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 15-17
			Does Reference letters not submitted as per Annexure A comply and contain the following: a) Referee Company letter head b) Bid description/ contract description c) Value and Period of contract d) Contact details of referee e) Signature of referee		
			Did the bidder submit a list of a minimum of three clients with contactable reference in Annexure B on page 62 (LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY).		

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference
number) e)Signature of referee and date of signature. Or Bidder must submit a list of a minimum of three clients with contactable reference see Annexure B on page 62 (LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY).					
The bidder must submit a Plan/methodology including (GPS tracking or Maps positioning) stating where the service provider stations their Armed response units within a geographical area of the site to deliver a maximum reaction time of 15 minutes. The plan must include a Real-time dispatch system linking guard response teams with control centre see ANNEXURE C on page 62.		Mandatory	Submission of armed response plan. The service provider must provide the appointment letter of Armed response, if it is not arranged internally. BEC will access the following: 1. Did service provider indicate that Armed response units will react to NRF callout within 15minuntes. 2. Did bidder provide a Real-time dispatch system linking guard	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 15-17

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference
			response teams with control centre. See Annexure C on page 62.		
The bidder must submit a proof of appointment of an armed response service provider if they do not have an in-house armed response team. This proof is a mandatory requirement and must be supplied to demonstrate that the armed response service will be provided through an outsourced, security services company		Mandatory	Did bidder submit Appointment letter demonstrating that the armed response service will be provided through an outsourced, security services company?	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 16-17
Bidder must sign and submit with the tender submission of CODE OF COMPLIANCE/DECLARATION on Annexure D on page 63.		Mandatory	Did bidder sign and submit of CODE OF COMPLIANCE/DECLARATION see Annexure D on page 63.	GO/NO GO	Bidder Eligibility And Mandatory Returnable Documents on page 15-17
BIDDER IS ABLE TO DELIVER THE SPECIFICATION?				YES - PASS TO SITE INSPECTI ON EVALUATI ON	NO - DISQUALIFIE D

NOTE: BIDDER FAILING TO MEET A GO IN ALL CRITERION WILL BE DISQUALIFIED AND WILL NOT PROCEED TO THE NEXT EVALUATION PHASE OF SITE EVALUATION

SITE INSPECTION EVALUATION CRITERIA		
Description	Decision Matrix	
Bidder to provide Evidence of Armed response service or contract where this service is outsourced.	Go/No Go	
Security Personnel file The service provider must submit a Security Personnel file that includes evidence of security officers to be deployed, demonstrating compliance with the requirements outlined in this bid document. This should include, but is not limited to, the following: 1. Police clearance certificates for all officers 2. Valid registrations with the Private Security Industry Regulatory Authority (PSIRA) with Grade C grading. 3. Scholastic/ education information (e.g. Matric certificate etc.) 4. Medical Fitness Certificates. 5. Schedule of valid gun licenses for armed response.	Go/No Go	
Evidence of control room within Gauteng Province. The following minimum should be reflected in the control room where NRF Representatives will inspect and test the following: 1. Monitor screens, and a computer /laptop 2. Working two-way radios 3. Panic Button monitoring system 4. Real-time dispatch system linking guard response teams with control centre	Go/No Go	
BIDDER IS ABLE TO DELIVER ON THE SITE INSPECTION?	YES - PASS TO NEXT STAGE OF EVALUATION	NO - DISQUALIFIED

NB: A BIDDER FAILING TO MEET GO IN ALL CRITERIONS WILL BE DISQUALIFIED AND NOT PROCEED TO THE NEXT EVALUATION PHASE OF PRICE AND NRF SPECIFIC GOALS EVALUATION AS PER SBD 6.1.

THE BID PREPARATION

Clarification

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

Response preparation costs

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

Counter proposals

No counter proposals or variations are accepted.

Two envelope/folder system

The NRF, in the interests of transparent procurement, utilises the two-envelope system to minimise any form of price bias in the technical selection phase. All responses must be submitted in two separate emails; the first email shall have the technical, compliance and BBEE response and the second email shall only have the financial response. Bidders must ensure that they do not indicate any financial information in the first envelop/box.

Bidders are required to package their response/Bid as follows:

- Email 1: Technical Response
- Email 2: Financial quote

Central Supplier Database registration

The NRF is legislatively only allowed to contract with third parties registered on the National Treasury's Central Supplier Database. Third parties include their Master Registration Number (Supplier Number) for evaluation purposes. The NRF utilises the third parties' Master Registration Number conduct due diligence through the Central Supplier Database as part of the due diligence pre-award process inclusive of tax compliance verification.

Collusion, fraud and corruption

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

Beneficial Ownership (Fronting)

The NRF supports the Government's broad based black economic empowerment recognising that real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. The NRF's evaluation committees conduct or initiate the enquiries/investigations to determine the accuracy of the third parties representations. The third parties have the onus of proving that fronting does not exist. Where the NRF identifies a potential breach may exist, the NRF notifies the third parties of the allegation. The third parties have a period of 7 days from date of notification to provide evidence that such potential breach does not exist. The NRF, upon confirmation of fronting, will invalidate the contract, apply for the third parties to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies the NRF may have against the concerned third party.

Disclaimers

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. The NRF has no liability towards the responding third parties in connection

therewith.

General definitions

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

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

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

“Contract” means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7.2) which has been signed by the awarded bidder and the National Research Foundation;

“Functionality” means the ability of a bidder to provide goods and/or services in accordance with specifications as set out in these bid documents;

“Equipment” means the operational unit including spares, replacement components, consumables, sub-systems, firmware, and software that delivers the specified output.

“NRF” means the National Research Foundation and it is used interchangeable with its business units managing the contract being Research Innovation Support and Advancement (RIISA)

THE BIDDER SELECTION PROCESS

Stage 1 – Verification of the ability of a bidder to provide the services in accordance with specifications and conditions as set out in the bid documents.

Responsive to submission requirements

A Bid that meets all the submission requirements in the bid document is a responsive bid that proceeds to the next stage. The NRF’s evaluation committee will disqualify non-responsive submissions.

Meeting technical specifications

The NRF’s evaluation committee will disqualify responsive submissions that do not meet the minimum technical specifications set out in this document.

The bidder will be disqualified as they did not meet the minimum technical specifications.

Due Diligence Research

NRF will conduct due diligence on a bidder by contacting the references submitted to verify the bidder’s capability to provide the goods/services required.

Stage 2 – Price competition

The NRF’s evaluation committee assesses compliant bidders from the technical evaluation stage on their pricing. The NRF’s evaluation committee compares each bidder’s pricing quote on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid’s pricing requirements. The NRF’s evaluation committee ranks the qualifying bids on points scored on the basis of both Price, The NRF’s evaluation committee adds any preference points claimed as indicated on SBD 6.1 to the price points.

Stage 3 – Award and Contract Signing

The bid evaluation committee recommends to the Bid Adjudication Committee for subsequent approval by the

Delegated Authority the bidder with the highest combined score for the contract award subject to the final verification of the bidder's tax status as set out in the SBD 1 through the CSD.

Cancellation of the bid prior to award

The NRF cancels this bid invitation prior to making an award:

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

PART B – PRICING

PRICING CONDITIONS OF CONTRACT FOR THIS BID

Actual Prices charged by the bidder for goods delivered and/or services performed for this bid shall not vary from the prices quoted by the bidder in the submitted bid with the exception of any price adjustments as outlined in the following price conditions.

1.	Compliant price calculation for price competition: Price quoted is South African Rands
2.	Date of unit pricing: All unit prices are quoted at the closing date of this bid.
3.	Price Quotation Basis: Unit prices are fully inclusive of all applicable taxes <u>including VAT</u> , less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency. Where imported goods/services are to be used, the exchange rate to be quoted in arriving at ZAR if a firm local currency price is not quoted.
4.	Quantity estimation: Bidders must quote according to the quantities stipulated in the pricing schedule
5.	Contract Price: The cumulative value of all purchase orders issued and paid for is the total value of the signed contract at the completion date of the contract, not the competition bid price.
6.	Value Added Tax: Pricing will be adjusted for any variation in the in Value Added Tax rate as gazetted.
7.	Contract Price Management during the contract: Where appropriate, the contract manager will issue written purchase orders authorising the deliverables of this bid as addendums to this contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with the contract.
8.	Delivery Points are: National Research Foundation, Meiring Naude Road, Brummeria, 0001
9.	Application of Preference Points: In determining the final price/preference points for the bidder, the preference points are those in the completed Standard Bidding Document 6.1 Preference claim form.

BID PRICE SCHEDULE (SBD 3.1)

Submit pricing in separate emails (stand-alone)

No	Description of Services/ Goods Required	Unit of Measure	QTY	Unit Price Labour	Unit Price Operational costs	Total Price (include 15% VAT)
Year 1 (apply current year PSIRA rate)						
1	GRADE C OFFICER X 2 DAY SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
2	GRADE C OFFICER X 2 NIGHT SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
3	ARMED RESPONSE (Inclusive of all associated costs)	Months	12			
TOTAL PRICE INCLUSIVE OF VAT FOR YEAR 1						R
Year 2						
4	GRADE C OFFICER X 2 DAY SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			

5	GRADE C OFFICER X 2 NIGHT SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
6	ARMED RESPONSE (Inclusive of all associated costs)	Months	12			
TOTAL PRICE INCLUSIVE OF VAT FOR YEAR 2					R	
YEAR 3						
7	GRADE C OFFICER X 2 DAY SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
8	GRADE C OFFICER X 2 NIGHT SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
9	ARMED RESPONSE (Inclusive of all associated costs)	Months	12			
TOTAL PRICE INCLUSIVE OF VAT FOR YEAR 3					R	
YEAR 4						
10	GRADE C OFFICER X 2 DAY SHIFT	Months	12			

	(Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)					
11	GRADE C OFFICER X 2 NIGHT SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
12	ARMED RESPONSE (Inclusive of all associated costs)	Months	12			
TOTAL PRICE INCLUSIVE OF VAT FOR YEAR 4					R	
YEAR 5						
13	GRADE C OFFICER X 2 DAY SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
14	GRADE C OFFICER X 2 NIGHT SHIFT (Covering all related costs, including supervision, tools & equipment's, occurrence book, admission control registers/forms, notebook, attendance registers, and uniform etc.)	Months	12			
15	ARMED RESPONSE	Months	12			

	(Inclusive of all associated costs)					
TOTAL PRICE INCLUSIVE OF VAT FOR YEAR 5					R	
TOTAL BID PRICE INCLUSIVE OF VAT FOR THE ENTIRE CONTRACT DURATION(YEAR 1 + YEAR 2 + YEAR 3 + YEAR 4 + YEAR 5)					R	

PART C - RETURNS

INVITATION TO BID (SBD 1)			
Bid number	NRF/RIISA 11/2025-26		
Closing date	25 August 2025		
time	11H00AM		
The NRF recognises the date and time as recorded on its systems for closure purposes.			
SUMMARY OF BID REQUIREMENTS			
The appointment of a service provider for the security services for a period of five years at the National Research Foundation Premises in Brummeria Campus, Pretoria			
Number of original bid documents for contract signing			2
Two envelope system		No	
Price validity period from date of closure		Ninety (90) days	
SUPPLIER INFORMATION			
Name Of Bidder			
Postal Address			
Street Address			
Telephone Number			
Code		Number	
Cell Phone Number			
Code		Number	
Facsimile Number			
Code		Number	
E-Mail Address			
VAT Registration Number			

SUPPLIER INFORMATION					
Supplier Compliance Status	Tax Compliance System PIN		OR	Central Supplier Database No.	MAAA

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
Is the entity a resident of the Republic of South Africa (RSA)?	☐ Yes ☐ No
Does the entity have a branch in the RSA?	☐ Yes ☐ No
Does the entity have a permanent establishment in the RSA?	☐ Yes ☐ No
Does the entity have any source of income in the RSA?	☐ Yes ☐ No
Is the entity liable in the RSA for any form of taxation?	☐ Yes ☐ No
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).	

Are you the accredited representative in South Africa for the goods/services/works offered?	☐ Yes ☐ No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?	☐ Yes ☐ No [If yes, answer the questionnaire below]
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PART B - TERMS AND CONDITIONS FOR BIDDING
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BID SUBMISSION	
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.
3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.
4.	The successful bidder will be required to fill in and sign the contract signature form (SBD7) for this contract.

TAX COMPLIANCE REQUIREMENTS	
1.	Bidder must ensure compliance with their tax obligations.
2.	Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
3.	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website www.sars.gov.za .
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website www.sars.gov.za .
5.	In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/PIN/CSD number.
6.	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state.

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

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

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

³ 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.

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.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

STANDARD BIDDING DOCUMENT (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

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

STANDARD BIDDING DOCUMENT (SBD 6.1)

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement

STANDARD BIDDING DOCUMENT (SBD 6.1)

between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

STANDARD BIDDING DOCUMENT (SBD 6.1)

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

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

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

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

NRF will use the B-BBEE status level scoring table

Preference points are allocated to both procurement and income-generation based on the two different thresholds in terms of the table below:

The specific goals allocated points in terms of this tender: B-BBEE Status Level of Contributor	Number of points allocated (80/20 system)	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	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

STANDARD BIDDING DOCUMENT (SBD 6.1)

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

ANNEXURE A: REFERENCE LETTER FORMAT FOR BIDDER

<u>Referee Legal Name:</u>					
<u>Company:</u>					
<u>Bid Number:</u>		<u>NRF/RIISA 11/2025-26</u>			
<u>Bid Description:</u> The appointment of service provider to provide security services for a period of five years at the National Research Foundation premises in Brummeria, Pretoria					
Describe the service/work the above bidder provided to you below					
Criteria/Risks	Below requirements	Meets requirements	Exceeds requirements		
1. Professionalism & Conduct					
Were all staff members always neatly dressed and have all the required tools of trade?					
Was the service provider attentive, helpful and always available to assist?					
2. Response & Emergency Handling					
Did Armed respond within their set service level?					
Was the Call Centre and Armed Response available 24hrs a day?					
Did service provider coordinate with law enforcement or emergency services?					
3. Communication Skills					
Were proper records kept of all incidents on site?					
Were meeting minutes clearly recorded and acted on?					
Did Service provider have clear and effective communication with clients and colleagues?					
4. Performance & Reliability					
Was service provider supervision good at all levels.					

Service delivery scheduling and implementation				
Did service provider keep the premises safe and secure?				
Did the service provider have the ability to identify and handle security threats?				
Did the service provider respond promptly and handle incidents effectively?				
Did the service provider practise a Clear dispute mediation process and which was followed in resolving any disputes?				
Other comments				
Approximate value of contract				
Contract Duration				
Would you use the provider again?			☐ YES ☐ NO	
Completed by:				
Signature:				
Company Name:				
Contact Telephone Number:				
Date:				

ANNEXURE B: LIST OF SIMILAR PROJECTS UNDERTAKEN PREVIOUSLY OR PRESENTLY				
Project Description and Duration Date	Company/ Institution	Amount	Contract Person's Name and Position	Contact Details

ANNEXURE C: EXAMPLE OF REAL-TIME DISPATCH SYSTEM								
Incident ID	Location	Priority	Description	Assigned Team	Status	Time Dispatched	Expected Arrival	Notes
001	123 Maple St	High	Unauthorized access	Team A	En Route	10:05 AM	10:20 AM	Clear communication needed
002	456 Oak Ave	Medium	Suspicious activity	Team B	On Scene	09:55 AM	10:05 AM	Awaiting backup

ANNEXURE D: CODE OF COMPLIANCE/DECLARATION FOR MINIMUM WAGE

19. CODE OF COMPLIANCE/DECLARATION

Minimum Wages-

The NRF values sound labour relations within its premises, therefore it is a material condition to the contract that the bidder maintains good and fair employment practices with its employees, as not to impact the operations and internal labour relations of the NRF. All labour issues regarding its employees must be dealt with efficiently and fairly by the bidder.

The NRF requires the service provider to pay their employees at least the minimum monthly basic wage in accordance with Section 56 of the Basic Conditions of Employment Act, No. 75 of 1997, and Sectoral Determination 1: Security Sectoral Determination published in the Government Gazette No. 39156 dated 01 September 2015. This is to ensure continuous service without interruptions. The service provider hereby agrees to consistently comply with the provisions of the Basic Conditions of Employment Act, No. 75 of 1997, Sectoral Determination 1: Security Sectoral Determination, including all subsequent amendments.

I hereby declare that I am duly authorised to sign this Compliance Standard declaration on behalf of my Company.

Signature:..... Print Name:.....

Designation/Position..... Date:.....

BID SIGNATURE (SBD 1)
I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this Invitation, cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk. My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
I declare that 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)