

REQUEST FOR QUOTATION

GOODS

X

SERVICE

Request For Quotation Number:	ILABS/RFQ 2021/22:197
Date Issued:	01 February 2022
Description:	SUPPLY AND DELIVERY OF STATIONERY ON AN AS WHEN REQUIRED BASIS FOR TWO (2) YEARS CONTRACT NB: See pages five to seven (5 to 7) for full specification
Closing Date:	07 February 2022
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: Tender Box, Main Security Gate, Old Faure Road, Faure, Western Cape, 7131
Submit RFQ To Submitted via email	scm2@tlabs.ac.za
Date Service Required:	Goods on an as and when required needs basis
For More Information (Technical):	Mr. Isaac Antonie Tel: 021 843 1000 Email: isaac@tlabs.ac.za
For More Information (Supply Chain Management):	Ms. Khanyisa Maqwara Tel: 021 843 1379 Email: scm2@tlabs.ac.za / kmaqwara@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

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

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

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

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za .

SCHEDULE 1 – SPECIFICATION

Introduction to the NRF

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities. The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. All contracts flowing from bidding only apply to iThemba LABS (Cape Town).

Introduction to the Business Unit responsible for this RFQ

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

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

Evaluation Process

- Evaluation of proposals:

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

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bidders received are more than R1million, the proposal will be cancelled and re-issued.

Supplier Response

Registered Name of Supplier:	
Trading As:	
Represented By:	
Capacity:	
Address of Supplier:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Formal Quotation Submitted:	YES / NO
Payment Terms:	30 Days from date of Invoice

Evaluation Process

A multiple stage process as outlined below:

Stage1: Pre-Qualification Eligibility Criteria

PRE-QUALIFICATION ELIGIBILITY CRITERIA			
B-BBEE PRE-QUALIFICATION			
NRF TRANSFORMATION			
Minimum status B-BBEE level or not?	Yes		
Minimum status level	2		
A bidder failing to meet any of the stipulated pre-qualifying criteria is automatically disqualified from the further evaluations.			
Verification certificate submitted	☐ Yes ☐ No	Sworn affidavit submitted	☐ Yes ☐ No

PHASE 2: Administrative Stage: (CSD registered/Fully completed SBD's/ B-BBEE certificate/Sworn affidavit/returnable documents as listed in this document).

Compliance with administrative and evaluation requirements as stated in Part A. All bidders that fail to meeting these requirements are disqualified from further evaluations.

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than 1ML, the proposal will be cancelled and re-issued.

Note : The company will be required to provide 3 references letters for similar work / services done before.

DETAILED SPECIFICATIONS:

THE PROVISION OF STATIONERY FOR Ithemba Labs on an as when required needs basis for a period of 24 months

ITEM NUMBER	DESCRIPTION	QUANTITY	Packaging	Amount - Year 1	Amount - Year 2
1	BLACK PENS BIC CRYSTAL OR EQUIVALENT	2000			

2	BLUE BIC CRYSTAL PENS OR EQUIVALENT	600			
3	RED PENS BIC CRYSTAL OR EQUIVALENT	200			
4	PENCIL HB110 STAEDTLER OR EQUIVALENT	800			
5	CLUTCH PENCIL STEPHENS S405 0.5mm OR EQUIVALENT	80			
6	BANTEX SCISSORS OR EQUIVALENT	700			
7	FINE BLACK STABILO OHP PEN 0.7MM OR EQUIVALENT	96			
8	BLACK MEDIUM STABILO OHP PEN 1MM OR EQUIVALENT	400			
9	RED FINE STABILO OHP PEN 0.7MM OR EQUIVALENT	96			
10	RED MEDIUM STABILO OHP PEN 1MM OR EQUIVALENT	96			
11	STEPHENS JUNIOR STAPLER OR EQUIVALENT	200			
12	BLUE FINE STABILO OHP PEN 0.7MM OR EQUIVALENT	326			
13	BLUE MEDIUM STABILO OHP PEN 1MM OR EQUIVALENT	450			
14	BLACK PERMANENT MARKERS OR EQUIVALENT	600			
15	PERMANENT MARKERS RED OR EQUIVALENT	200			
16	BLUE PERMANENT MARKERS PENTEL OR EQUIVALENT	200			
17	PERMANENT MARKERS GREEN OR EQUIVALENT	200			
18	BLACK WHITE BOARD MARKERS OR EQUIVALENT	200			
19	RED WHITE BOARD MARKERS OR EQUIVALENT	200			
20	BLUE WHITE BOARD MARKERS OR EQUIVALENT	200			
21	GREEN WHITE BOARD MARKERS OR EQUIVALENT	200			
22	BLACK PILOT FINELINER OR EQUIVALENT	96			
23	RED PILOT FINELINER OR EQUIVALENT	96			
24	BLUE PILOT FINELINER OR EQUIVALENT	96			
25	GREEN PILOT FINELINER OR EQUIVALENT	96			
26	A4 CANON COPY PAPER 80 gsm WHITE OR EQUIVALENT	2400	Reams		
27	CLUTCH PENCIL 0.7 OR EQUIVALENT	160			
28	Staple Remover OR EQUIVALENT	60			
29	REXEL LAMINATING POUCHES A4 OR EQUIVALENT	26	Packets of 100		
30	REXEL LAMINATING POUCHES A3 OR EQUIVALENT	16	Packets of 100		
31	TIDY FILE #074003 OR EQUIVALENT	500			
32	160gr PAPER WHITE OR EQUIVALENT	26			
33	0,7mm HB PENTEL PENCIL REFILL LEADS OR EQUIVALENT	16			
34	PENTEL PENCIL REFILL LEADS .05MM HB OR EQUIVALENT	16			
35	Flip Chart paper OR EQUIVALENT	20			

36	BLUE FLOURESCENT HIGHLIGHTERS OR EQUIVALENT	120			
37	RED HIGHLIGHTER HIGLO OR EQUIVALENT	120			
38	GREEN HIGHLIGHTERS OR EQUIVALENT	120			
39	PURPLE HIGHLIGHTERS OR EQUIVALENT	120			
40	YELLOW HIGHLIGHTERS OR EQUIVALENT	120			
41	PINK HIGHLIGHTERS OR EQUIVALENT	120			
42	TRUNK BOARD RING BOOK OR EQUIVALENT	10			
43	LEVER ARCH FILE FOOLSCAP OR EQUIVALENT	600			
44	JD1478 CROXLEY RAINBOW DIVIDERS OR EQUIVALENT	40			
45	CROXLEY MANILLA FOLDERS OR EQUIVALENT	400			
46	Carry Folders OR EQUIVALENT	100			
47	PLASTIC POCKETS OR EQUIVALENT	600			
48	A4 SECRETARIAL FOLDERS (PVC) COLOURED TREELINE OR EQUIVALENT	200			
49	FLIP FILE 30 PAGE PLASTIC OR EQUIVALENT	360			
50	COUNTER BOOK 192 PAGE A4 OR EQUIVALENT	400			
51	COUNTER BOOK 192 PAGE A5 OR EQUIVALENT	220			
52	EXAM DESK PADS (A4 PUNCHED) OR EQUIVALENT	950			
53	SHORTHAND NOTE BOOK140PG FEINT OR EQUIVALENT	100			
54	AG BOND PAPER 610X50M OR EQUIVALENT	20			
55	AG BOND PAPER 914X50 OR EQUIVALENT	20			
56	GLOSS PAPER 610X30 OR EQUIVALENT	20			
57	GLOSS PAPER 914X30 OR EQUIVALENT	20			
58	DESK CUBE REFILL OR EQUIVALENT	20			
59	653 POST IT NOT OR EQUIVALENT	200			
60	654 - POST IT NOTE PADS OR EQUIVALENT	200			
61	657 POST IT NOTE PADS OR EQUIVALENT	200			
62	655 POST IT NOTE PADS OR EQUIVALENT	200			
63	Post It Note 50x50 OR EQUIVALNET	200			
64	POST IT NOTE FLAGS (NO.680) OR EQUIVALENT	100			
65	KEY RINGS WARRIOR OR EQUIVALENT	200			
66	COLOUR PAPER CLIPSLARGE OR EQUIVALENT	200			
67	GIANT WAVY PAPER CLIPS OR EQUIVALENT	300			
68	GIANT GEM PAPER CLIPS OR EQUIVALENT	100			
69	3M SCOTCH MAGIC TAPE 18MM X 25MM OR EQUIVALENT	250			
70	ECONOMICAL TAPE OR EQUIVALENT	100			
71	PACKAGING TAPE 48MMX100M OR EQUIVALENT	276			
72	REXEL(NO.56) STAPLES OR EQUIVALENT	130			
73	PRITT 20 GRAM OR EQUIVALENT	224			
74	TIPP-EX PENTEL BLUE BOTTLE (ZL1-W) OR EQUIVALENT	50			

75	CHART/PUSH PINS COLOURED OR EQUIVALENT	60			
76	STUDENT RULERS OR EQUIVALENT	100			
77	STEADTLER ERASER OR EQUIVALENT	120			
78	Envelopes A5 White OR EQUIVALENT	250	Box of 500		
79	BROWN LONG ENVELOPES_110X220 OR EQUIVALENT	250	Box of 500		
80	WHITE LONG ENVELOPES_110X220 OR EQUIVALENT	1000	Box of 500		
81	WHITE LONG ENVELOPE WITH WINDOW_110X220 OR EQUIVALENT	500	Box of 500		
82	A5 DIAMANT ENVELOPES OR EQUIVALENT	250	Box of 500		
83	A4 DIAMANT ENVELOPES_MANILLA 324X229 OR EQUIVALENT	500	Box of 250		
84	A4 LIGHT MINALLA_(WHITE) 324X229 OR EQUIVALNET	1000	Box of 250		
85	A3 MANILLA 458X324 OR EQUIVALENT	100	Single		
86	BUBBLE ENVELOPES - W910 OR EQUIVALENT	20			
87	BUBBLE ENVELOPES - W912 OR EQUIVALENT	20			
88	D1 BUBBLE ENVELOPES OR EQUIVALENT	20			
89	E2 BUBBLE ENVELOPES - W914 OR EQUIVALENT	20			
90	F3 BUBBLE ENVELOPES - W915 OR EQUIVALENT	20			
91	K7 BUBBLE ENVELOPES - W917 OR EQUIVALENT	20			
92	BUBBLE ENVELOPES - W918 OR EQUIVALENT	20			
93	BUBBLE ENVELOPES - W920 OR EQUIVALENT	20			
94	V235 REXEL PUNCH OR EQUIVALENT	30			
			TOTAL AMOUNT VAT INCLUSIVE		

Note: This bid may be awarded to more than one company.

PRICING SCHEDULE

Based on the above description and quantity guide for as and when required stationery.
Please provide your Pricing for comparative analysis.

Specifications	Total (Incl. VAT)
Total Price for Year 1 Including VAT	
Total Price for Year 2 Including VAT	
TOTAL (all costs and vat included)	R

ADMINISTRATIVE DOCUMENTS (M = Mandatory and O=Optional) Please Tick Applicable		
Valid B – BBEE Certificate	M	YES/NO
Company Profile	M	YES/NO
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	YES/NO
SBD 4	M	YES/NO

ADMINISTRATIVE DOCUMENTS (M = Mandatory and O=Optional) Please Tick Applicable		
SBD 6.1	M	YES/NO
SBD 6.2 (<i>fully completed with annexures</i>)	M	YES/NO
SBD 8	M	YES/NO
SBD 9	M	YES/NO
iThemba LABS Contractual Obligation	M	YES/NO
Resolution by the Bidder authorizing signatory. If the documents are completed and signed by the Director/Owner/Partner, the resolution is not needed, but if the documents are completed and signed by any other person, then the resolution is required - as per mandatory requirement.	M	YES/NO
Proof of address to demonstrate that the bidder's satellite office is based within 60km of iThemba LABS Cape Town has been provided. (e.g. Utility Bill)	M	YES/NO

2 Proposal Submission

Proposal must reach iThemba LABS before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

RFQ No : **iLABS/RFQ 2021/22:197**

Description: **Provision of Stationery for iThemba LABS, Cape Town, for period of Two (2) years as and when required.**

Closing Date and Time: **07 February 2022 at 11:00 am**

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

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

The Bidder is employed by the STATE; and/or

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

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

Full Name of Bidder or his/her representative:

Identity Number:

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

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

Tax Reference Number:

VAT Registration Number:

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

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

Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule	YES / NO
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Name of person/ director/ trustee/ shareholder/member:

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

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

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

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

80/20

or 90/10

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
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7.1.1. If yes, indicate:

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

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

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

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

(Tick applicable box)

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number :

8.4. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6. COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

8.8.1. The information furnished is true and correct;

- | |
|--|
| <ul style="list-style-type: none">8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –<ul style="list-style-type: none">8.8.4.1. disqualify the person from the bidding process;8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;8.8.4.3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and8.8.4.5. forward the matter for criminal prosecution. |
|--|

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

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

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

1. General Conditions

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

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

Where

x is the imported content in Rand

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

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

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

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

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

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

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

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

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

NB

- 1 The obligation to complete, duly sign, and submit this declaration cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

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

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

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

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

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

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

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NRF, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who: a) Has been requested to submit a Bid in response to this Bid invitation; b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder
The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium ³ will not be construed as collusive bidding.
In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: a) Prices; b) Geographical area where product or service will be rendered (market allocation); c) Methods, factors or formulas used to calculate prices; d) The intention or decision to submit or not to submit, a Bid; e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or f) Bidding with the intention not to win the Bid.
In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.
The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract.
I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation
³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of

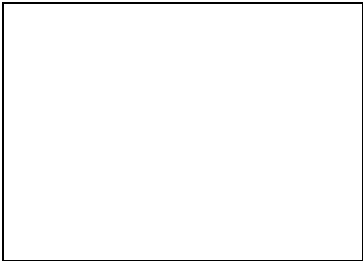
By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services

_____, as described in this document.

Signature

Date

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



COMPANY STAMP Note: It is advised that documents be returned in PDF

TERMS AND CONDITIONS: General Conditions of Contract (GCC)
<https://www.nrf.ac.za/procurement/General-Conditions-of-Contract>