



Lead Conference Organiser: Procurement of Innovation and Innovation Procurement Methods Conference

Bid Number: NRF/SCM C4/2022-23

BID INVITATION: LEAD CONFERENCE ORGANISER

Lead organiser for international conference on the *Procurement of Innovation and use of Innovation
Procurement Methods*

BID INVITATION (SBD SECTION 1A)

RFP Number	NRF/SCM C4/2022-23
Closing date and time (as per NRF systems)	29 th March 2023 at 11:00am.
Voluntary Briefing session (virtual)	No briefing session scheduled. A briefing session may be arranged if requested upon good cause.

OBJECTIVES AND SYNOPSIS

Objectives

- Identification of challenges for the procurement of innovation and related complexity.
- Identification of methods available internationally for the procurement of innovation
- Advocacy and lobbying of an innovation-friendly environment, including legal environment, to promote the procurement of innovation, employing where necessary, innovative methods
- Consideration to design of new innovative methods for an African context, and design of such methods.

Context

Innovation is regarded by many as pivotal to the achievement of the public good, such as sustainability, as well as economic growth and job creation.

Summary of Scope of Work

The role of Lead Organiser is to lead at a high level and catalyse all activities necessary.

Inclusions:

- Lead organisation (details provided below in Detailed Scope of Work)
- International expert participation (details provided below in Detailed Scope of Work)
- Event management (details provided below in Detailed Scope of Work)
- Conference paraphernalia (details provided below in Detailed Scope of Work)

Exclusions (NRF responsibility)

Whilst the Lead Organiser is accountable for every activity relating to this conference, the NRF is responsible to provide the appropriate facilities and/or resources for:

- Venue
- Accommodation
- Catering
- Audio-visual equipment

- Travelling for international contributors
- Academic editor

Proposed conference theme

The provisional theme and/or title is ***Procurement of Innovation and use of Innovative Procurement Methods***. The Lead Organiser has discretion to enhance the theme and/or title conditional on the substance being significantly accommodated.

Proposed conference dates

Late November 2023 is ideal, contingent upon the availability of key international contributors. Conference to occur no later than 18 months from the date of this Bid Invitation.

Method and/or Contract type

The aim of providing a seminal international conference for Africa combined with a passion for excellence and national reputation is to aim for the highest quality tempered by cost-effectiveness. As such the highest scoring response will be awarded for a set fee. The portfolio of methods include:

- **Highest quality:** The highest scoring bid wins, subject to a minimum threshold (refer *Qualification* below)
- **Ceiling price:** The contract is limited to R500 000.
- **FPHTR:** Fixed Price, Highest Technical Rated. The combination of both highest quality and fixed fee (ceiling price variant) is a FPHTR method.¹
- **Qualification:** Minimum threshold eligibility criteria are set; necessitating that only qualifying candidates who meet the minimum threshold (contained in **Annexure B**) will progress to the next round of scoring
- **Beauty Contest (evaluation eligibility) method:** Both Binary and Likert scale scoring judgements are employed in a manner that minimises subjectivity. Refer **Annexure B** for judgement employed in the scoring mechanisms.

Transformation

The FPHTR method is regarded as an Objective Criteria. In the event of equal points, the level of transformation will determine the award; and if in such eventuality there are equal transformation points, the award will be determined by lot.

Detailed Scope of Work

Lead organisation

- Envisioning
- Strategising
- Setting up Science Committee
- Credibility in own field amongst peers
- Size
- Target audience

¹ Further details of this method are contained in National Treasury's SCM Guideline for Accounting Officers. Further use of this method internationally available upon request.

International expert participation

- Own credibility
- Strategy
- Post-conference “recreation”

Event management

Whilst this contract envisages outsourcing event management, it is critical that the Lead Organiser has prior hands-on experience of event management to ensure adequate sourcing and oversight. Furthermore, all NRF in-house infrastructure and expertise can be leveraged.

Conference paraphernalia

Acquisition of conference items as determined by the Lead Organiser, which may include banners, lanyards, name badges, registration lists, flyers, agendas.

Governance

The Lead Organiser is responsible for setting up appropriate governance structures, such as a Science Committee, and appropriate membership, as well as co-ordinating NRF committees, where appropriate, with the assistance of Corporate SCM.

Discretion

The Lead Organiser is provided broad discretion and may consult the NRF on broad decisions. The NRF may make suggestions which the Lead Organiser may consider.

Key national political contribution

The Lead Organiser may call upon the NRF to leverage its network of key national public servants within the National System of Innovation to contribute towards the success of the conference.

Alternative Proposal

Alternative proposal/s will be considered on two conditions:

1. Minimum compliance and eligibility thresholds are met;
2. Limited to the highest scoring bidder.

Contract Management

A high-level project plan to be submitted after appointment and agreed with the NRF which incorporates both Lead Organisation and Event Management critical milestones.

RESPONSE DETAILS

ELECTRONIC SUBMISSION TO: bids@nrf.ac.za Emailed PDF file name format is “Bid Number / Supplier Name” Refer Annexure A for guidance on electronic submissions.		ONE ENVELOPE APPROACH: This is a One Envelope approach, namely the price and quality can be submitted simultaneously in one document.	
Bidding procedure enquiries or enquiries on the proposed system may be directed in writing via:		Technical enquiries on the existing system may be directed in writing via:	
Section	Supply Chain Management	Section	Business Support
Contact person	Vuyelwa Vabaza	Contact person	Lebogang Mosoma
E-mail address	vl.vabaza@nrf.ac.za	E-mail address	lf.mosoma@nrf.ac.za

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				
Tax Compliance Status	Tax Compliance System PIN			Central Supplier Database No. MAAA
B-BBEE Status Level Verification Certificate		Tick Applicable Box. ☐ Yes ☐ No	B-BBEE Status Level Sworn Affidavit Tick Applicable Box. ☐ Yes ☐ No	
[A B-BBEE status level verification certificate/ sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE]				
Are you the accredited representative in South Africa for the goods /services/works offered?		☐ Yes ☐ No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/ works offered?	
			☐ Yes ☐ No [If yes, answer the questionnaire below]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
Is the entity a resident of the Republic of South Africa (RSA)?			☐ Yes ☐ No	
Does the entity have a branch in the RSA?			☐ Yes ☐ No	
Does the entity have a permanent establishment in the RSA?			☐ Yes ☐ No	
Does the entity have any source of income in the RSA?			☐ Yes ☐ No	
Is the entity liable in the RSA for any form of taxation?			☐ Yes ☐ No	
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 below.				

TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)	
1. BID SUBMISSION:	
1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official forms provided–(not to be re-typed) or in the manner prescribed in the bid document. Bid pages are bound to minimise risk of lost pages.

TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)		
1.3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions Of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.	
1.4	The successful bidder will be required to fill in and sign a written contract form (SBD7.1).	
2. TAX COMPLIANCE REQUIREMENTS		
2.1	Bidders must ensure compliance with their tax obligations.	
2.2	Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.	
2.3	Application for tax compliance status (TCS) pin may be made via e-Filing through the SARS website www.sars.gov.za .	
2.4	Bidders may also submit a printed TCS certificate together with the bid.	
2.5	In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.	
2.6	Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided	
2.7	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.	
3. TWO ENVELOPE SYSTEM		No
4. VALIDITY PERIOD FROM DATE OF CLOSURE		90 days
5. BRIEFING SESSION OR SITE VISIT DETAILS: N/A		
6. THE BIDDING SELECTION PROCESS		
<u>Stage 1 – Compliance to submission requirements</u>		
Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document.		
<u>Stage 2 – Evaluation of Bids against Technical Specifications</u>		
The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set out in this document. .		
<u>Stage 3 – Due Diligence Interviews or Proof of Delivery/Concept against Specifications</u>		

TERMS AND CONDITIONS FOR BIDDING (SBD 1 SECTION B)

The NRF *may* conduct interviews and/or require presentations with shortlisted bidders for them to present further information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage.

Stage 2C – Due Diligence Research

In the event that the National Research Foundation requires additional corroboration, it may request reference letters and/or examples of work.

Stage 3 – Highest score

Basis of fair competition:

The NRF compares each bidder's points on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid's membership requirements

Ranking of the bidders scoring

Bidders who have successfully passed through Stage 2 and achieved the minimum score are eligible for award in terms of highest score subject to Stage 4.

Stage 4 – Checking Tax Compliance

Stage 4 – Taxpayers Resident in South Africa

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

Stage 5 – Award, Contract Signing and Work Allocation

The NRF includes all bidders with award based on highest quality.

7. ACKNOWLEDGEMENT OF READING EACH PAGE

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

8. CENTRAL SUPPLIER DATABASE REGISTRATION

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

9. CLARIFICATION	
If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above. The National Research Foundation does not provide the origin of the request to any party.	
10. RESPONSE PREPARATION COSTS	
The NRF is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.	
11. ONE ENVELOPE SYSTEM	
A One Envelope system is employed.	
12. COLLUSION, FRAUD AND CORRUPTION	
Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.	
13. FRONTING	
The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting". Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.	
14. DISCLAIMERS	
The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.	
15. CANCELLATION OF THE RFP PRIOR TO AWARD	
	<u>Procurement not required:</u> The NRF cancels RFP Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document.
	<u>No acceptable bids:</u> The NRF cancels the RFP Invitation prior to making an award if it receives no acceptable

	bids i.e. that do not meet the minimum requirements set out in this document.
	Invalid Bid Procedure: The NRF cancels the RFP Invitation prior to making an award if a material irregularity occurred in the bid process.
	Insufficiency of Funds at date of Award: The NRF cancels the RFP Invitation prior to making an award if the funds are no longer available to cover the total estimated contract value at the date of the evaluation.

INTRODUCTION, INTERDEPENDENCIES, PERIOD, SCOPE OF WORK AND ELIGIBILITY

INTRODUCTION TO THE NRF

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

CONTRACT PERIOD

The assignment commences a week after appointment and ends after the conclusion of the conference. The period is further subject to budget availability, insourcing and/or expiration of the period of a year, unless extended in writing.

ELIGIBILITY

Eligibility: The bidder is to supply detailed responses, and where evident from the context, appropriate rationale/references as detailed in **Annexure B**.

DETAILED SCOPE OF WORK

Refer *Objectives and Synopsis* section above for detailed scope of work.

DOCUMENTS REQUIRED

Electronic bid documents for evaluation and contract signing	1
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RETURNABLE DOCUMENTS REQUIRED

The bidder is to complete this table and to supply the necessary page references to the supporting documentation. **A bidder failing to adequately provide any of the mandatory documents is automatically disqualified.**

Legislative/Technical Documents	Compliance
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(M – Mandatory, O - Optional)	<u>BIDDER</u>	<u>NRF</u>	Bid Section/s Reference	<u>BIDDER</u>
	Submitted	Meets Specification Minimum		Reference to Bidder's document
<u>Bidder Eligibility</u>				

(M – Mandatory, O - Optional)	BIDDER		NRF	Bid Section/s	BIDDER
	Submitted		Meets Specification Minimum	Reference	Reference to Bidder's document
Procurement Invitation (SBD 1), signed and completed.	M	☐ Yes ☐ No	☐ Yes ☐ No	Section A	
Bidder's Disclosure (SBD 4), signed and completed.	M	☐ Yes ☐ No	☐ Yes ☐ No	Other SBDS	
Preference Points (SBD 6.1), signed and completed (optional on submission, mandatory after award)	O	☐ Yes ☐ No	☐ Yes ☐ No	Other SBDS	
<u>Eligibility</u>					
Evidence that the bidder meets the requirements	M	☐ Yes ☐ No	☐ Yes ☐ No	Eligibility section contained in Annexure B	
Pricing	Compliance				
Pricing (SBD 3.1) in this document is not to be completed as this is a fixed price contract	N/A	N/A	N/A	SBD 3.1 Pricing Schedule below.	

SBD 3.1: PRICING	
<u>Pricing Special Conditions</u>	
1	<u>Fixed ceiling price:</u> The fixed price is contained below in the Pricing Schedule (SBD 3.1. This excludes costs which are for the NRF's account (refer to exclusions section Objectives and Synopsis section above).
2	<u>Frequency of payments.</u> Payment may be made within 30 days of invoice.
3	<u>Payment channel:</u> All payments are invoiced by the Lead Organiser and paid to and/or through the Lead Organiser. No payments are made by the NRF directly to outsourced service providers.
4	<u>Provisional Sums:</u> The Lead Organiser is responsible for quotations and payments employing their own procurement process, and where necessary compliance to own institutional processes for contract funding, with

SBD 3.1: PRICING

	adequate transparency mechanisms in place. In the event that the Lead Organiser wishes to transfer funding between Provisional Sums, NRF consent is required.
5	<u>Agility:</u> The NRF reserves the right to increase financial limits subject to extraordinary circumstances justifying same and governance delegations and funds availability.
6	<u>Overhead recovery:</u> In the event an institution has overhead recovery mechanisms in place, such as “top slicing”, such recovery is limited to: • A maximum of 25% • The Lead Organiser fee and therefore such levy does not include channel payments (Provisional Sums)
7	<u>Legislative prescripts:</u> The Lead Organiser is responsible for ensuring that the Event Manager and others who are responsible for procuring items outside this budget, namely expenditure items which are the responsibility of the NRF (or NRF’s service providers), such as travel and accommodation, do so in accordance with national procurement prescripts and NRF’s policies, such as National Treasury’s National Travel Framework, and sign off for satisfactory performance once invoiced.
8	<u>Imprest payment mechanism:</u> Payment will be made in three tranches: • First tranche: An initial payment of R200 000 to provide an initial “imprest” within a month of contract award and acceptance based on a written request for payment with full banking details from the Lead Organiser • Second tranche: R200 000 within a month of the official conference start date based on a written request for payment with full banking details from the Lead Organiser, and, • Third tranche: A final amount of up to R100 000 based on final reconciliation received, this amount will be based on actual expenditure/commitments and balance of the Lead Organiser fee; or a refund from the Lead Organiser should the actual and committed expenditure funded from the first two tranches not exceed imprest amounts paid under these two tranches. Any variation to the above mechanism requires prior NRF written approval.

PRICING SCHEDULE (SBD 3.1) **PRE-POPULATED – DO NOT ADJUST**

	INDICATIVE QTY	DESCRIPTION	COMMENT	UNIT OF MEASURE	UNIT PRICE (inc. VAT)	TOTAL PRICE (inc. VAT)
Lead organiser						
	1	Turnkey responsibility	Accountability for envisioning,	Conference	150 000	150 000

SBD 3.1: PRICING

			driving and implementing conference			
International expert participation						
	3 leading International experts	Credible strategy and implementation to attract leading international experts	Provisional Sum (Minimum of 3)	Group	100 000	100 000
Event management						
	Min. 1	Outsourced Event Management expert/s	Provisional Sum	Outsourced service provider/s	200 000	200 000
Conference paraphernalia						
	Variable	Conference paraphernalia	Provisional Sum Quantity and quality at Lead Organiser discretion limited to budget	Group	50 000	50 000
TOTAL CEILING CONTRACT VALUE (inc. VAT)					R 500 000	

GENERAL CONDITIONS OF CONTRACT

This bid is subject to the **General Conditions of Contract on the National Treasury website**
<http://www.treasury.gov.za/> (subject to Special Conditions in this contract which take preference)

MANAGEMENT OF PERFORMANCE LEVELS

1. The contracted bidder recognises that its failure to meet the performance levels has material adverse impact on the operations of NRF and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to precise determination.
2. The NRF excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of the NRF or its staff or circumstances of force majeure as referred to in this Agreement.

MANAGEMENT OF PERFORMANCE LEVELS

3. If the contracted bidder fails to meet any performance level:
 - a) The contracted bidder and the NRF shall jointly investigate and report on the root causes of the performance level failure;
 - b) The contracted bidder shall promptly correct the failure and begin meeting the set performance levels;
 - c) The contracted bidder shall advise the NRF as and to the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and
 - d) The contracted bidder shall take preventive measures to prevent the recurrence of the performance level failure.
4. Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

PERFORMANCE LEVELS STATEMENT

Service/Goods being Measured	Measurement Methodology	Penalty/Restitution
Achievement of critical milestones according to the project plan	Project plan dates	Credible plan to recover lost time at service providers own cost. In the event of conference deferment, all costs associated with deferment paid for by the service provider. In the event of failure to comply, the NRF reserves the right to insource/outsource the conference and to hold the service provider liable for additional costs.

OTHER SBDS

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

Where a person/s are listed in the register for tender defaulters and / or the list of restricted suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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

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

2.2.1	If so, furnish particulars:
2.3	Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO
2.3.1	If so, furnish particulars:
3. DECLARATION	
○ I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:	
In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:	
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 consortium ³ will not be construed as collusive bidding.
3.4	In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5	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.
3.6	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.
3.7	I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices

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.

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

PREFERENCE POINTS CLAIMED (SBD 6.1)

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 invitation to tender:

1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.2. To be completed by the organ of state

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

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

1.3.1. Price; and

1.3.2. Specific Goals

1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:	
The maximum points for this bid are allocated as follows:	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	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 2.1. “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; 2.2. “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts; 2.3. “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; 2.4. “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and 2.5. “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). 3. FORMUALE FOR PROCUREMENT OF GOODS AND SERVICES 3.1. POINTS AWARDED FOR PRICE THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ or 90/10 $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ 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 SPECIFIC GOALS

- 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number:

4.5. Type of company/firm

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

GENERAL 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 therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause. Special Conditions specific to this bid contract are in this document.

Bidders are deemed to have read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

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

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

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

Invitation to Bid (SBD 1)	Specification(s) set out in this RFQ Invitation inclusive of any annexures thereto
Bidder’s responses to this invitation as attached to this document	Pricing Schedule(s) (SBD3.1) including detailed schedules attached
General Conditions of Contract and special/additional conditions of contract as set out in this document	
Declaration of Interest (SBD4)	
Preference (SBD 6.1) claims for specific goals in terms of the Preferential Procurement Regulations 2022, supported by a valid certified B-BBEE certificate.	

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

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

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

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

I certify that the information furnished in these declarations (SBD 3.1, SBD 4, SBD 6.1,) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.

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

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESS 1

NAME

SIGNATURE

WITNESS 2

NAME

SIGNATURE

DATE

ANNEXURES

Index of Annexures	
A	Electronic Bid Submission guideline
B	Eligibility Criteria

ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS

This document serves the purpose of providing the bidder with guidelines and prescripts on how to submit their bids to the NRF via e-mail.

Note (Single envelope): Ignore sections addressing a dual – envelope system.

Conditions for electronic submissions: This section does not apply to soft copies requested on manual submissions. It applies when email submissions are permitted. In circumstances where they are advisable, the business unit needs to ensure that they have appropriate controls and processes in place, such as:⁴

- Valid process of ensuring that bidder's electronic signatures complies with legislation such as The Electronic Communications and Transactions Act, 25 of 2002 (the ECT Act),
- System records exact time and date of submission in a manner that provides appropriate probity to stakeholders such as auditors,
- System to prevent unauthorised access and system to show if infringement,
- System of authorised persons to set / change dates for opening data received,
- System allows simultaneous communication,
- System of record-keeping meets legislative requirements such as The National Archives and Records Service of South Africa Act (Act. No. 43 of 1996, as amended).

1. PRESCRIPTS

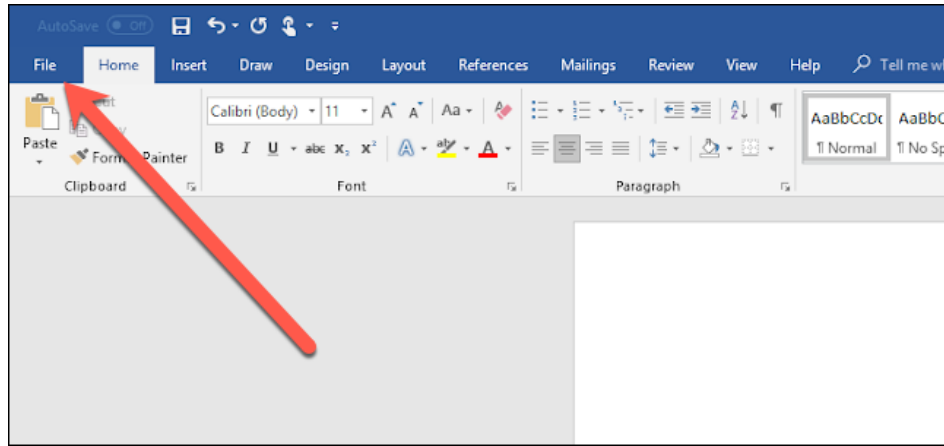
- All files must be submitted in pdf format unless otherwise stated.
- Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- **Two envelope system:** All bidders document must be submitted to the email address specified on the NRF bid document and however the password to the password protected pricing file must be submitted as a separate file and emailed as specified in the bid document.
- The NRF email size limit is **20MB**, bidder must ensure that their submission is no bigger than this limit.
 - Your files must be Zipped to ensure that your submission is in line with the email size limit
- Timeline for submitting password to NRF
 - The password for pricing file must **not** be submitted before the bid closes.
 - The password may be submitted 1 minute after bid closure and no later than 2 days post bid closure. Failure to submit within 2 days may lead to bid being unable to be evaluated thus rendering them unresponsive.
- The subject of your email quote verbatim the bid name in the exact words provided in the NRF bid document.

2. GUIDELINES

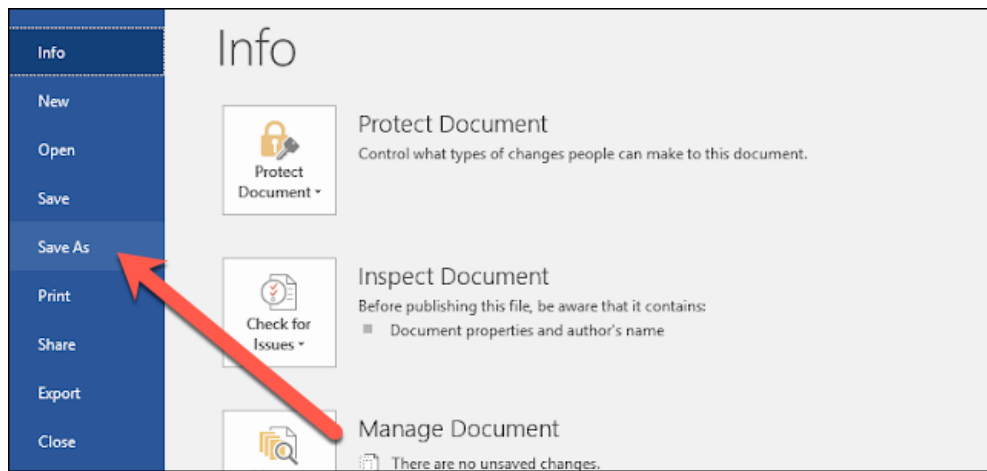
Converting to pdf

- If you have the desktop version of Microsoft Word, the easiest way to convert your document to PDF is right in Word itself.
- Open the document you want to convert, and then click the "File" tab.

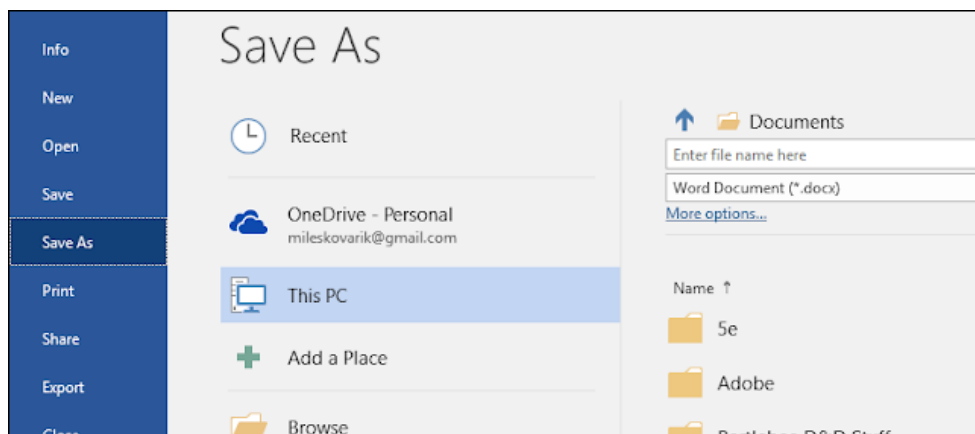
⁴ SANS 10845-1 paragraph 4.7



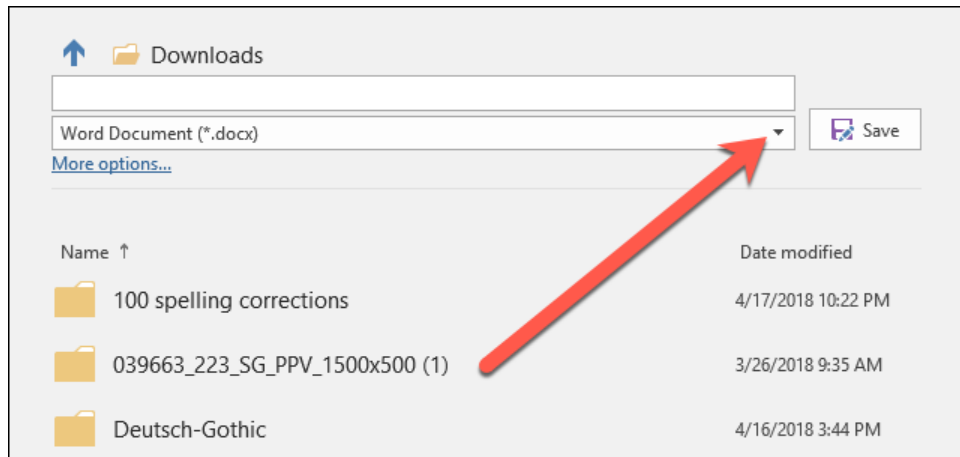
- On the backstage screen, select “Save As” from the list on the left.



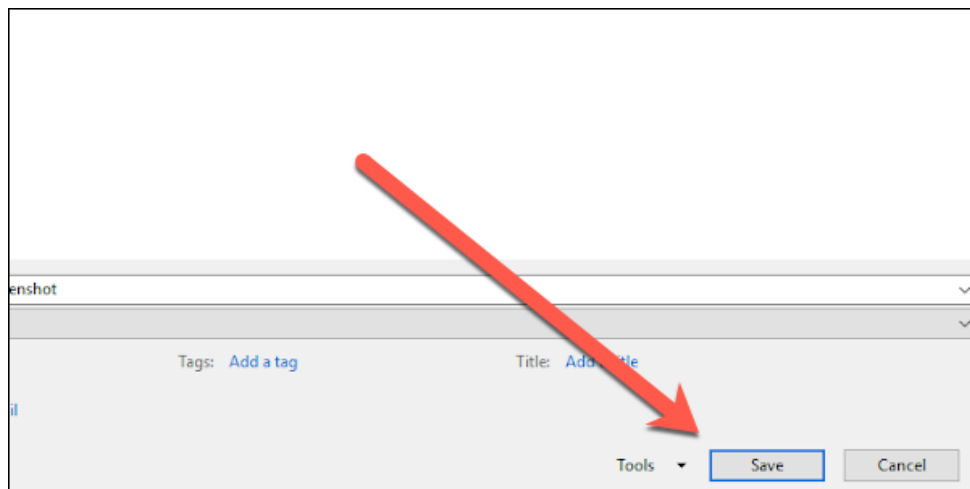
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



- Next, click the dropdown arrow on the right side of the “Save as type” box, and select “PDF (*.pdf)” from the dropdown menu.



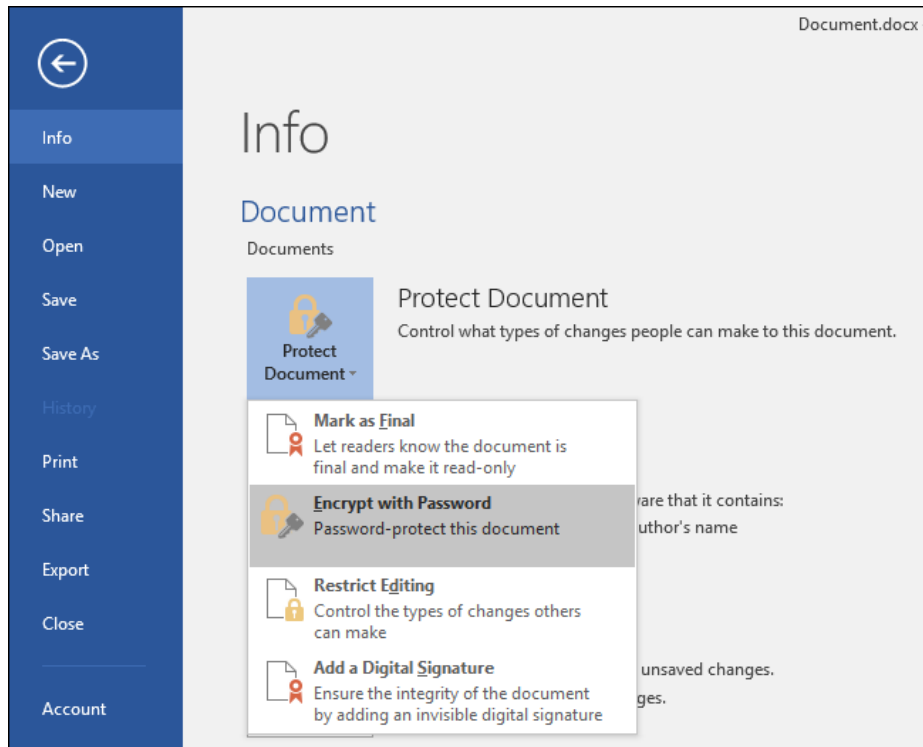
- If you want to, you can change the filename at this time. When you're ready, click the "Save" button.



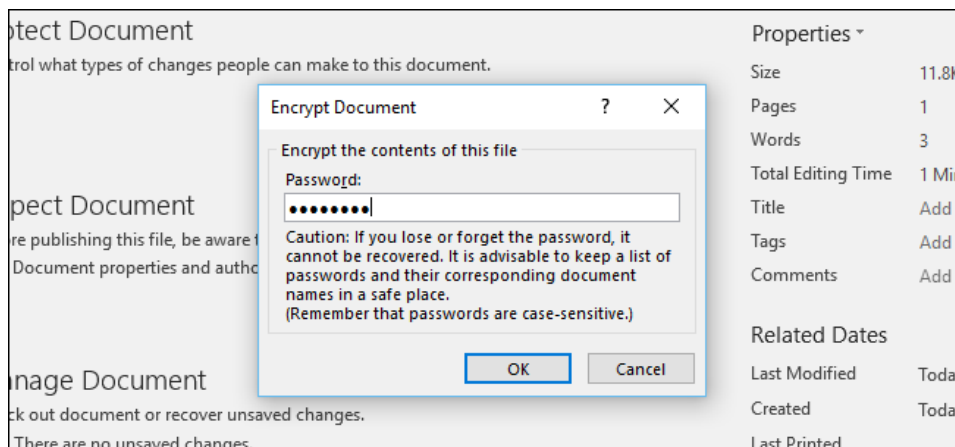
- After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

Password protecting files

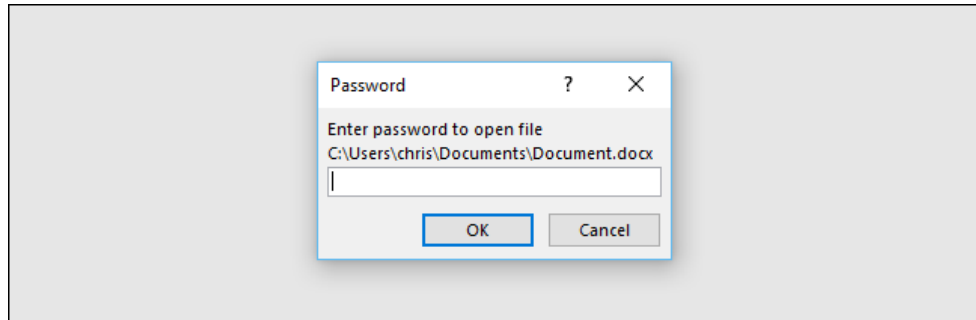
- To password protect an Office document, first open it in Word, Excel, PowerPoint, or Access. Click the "File" menu at the top-left corner of the screen. On the Info pane, click the "Protect Document" button and select "Encrypt with Password."
- The button is only named "Protect Document" in Microsoft Word, but it's named something similar in other apps. Look for "Protect Workbook" in Microsoft Excel and "Protect Presentation" in Microsoft PowerPoint. In Microsoft Access, you'll just see an "Encrypt with Password" button on the Info tab. The steps will otherwise work the same.
- NOTE: If you only want to restrict editing of the document, you can choose "Restrict Editing" here, but as we said, that is not very secure and can easily be bypassed. You're better off encrypting the entire document, if you can.



- Enter the password you want to encrypt the document with. You'll want to choose a good password here. Weak passwords can be easily guessed by cracking software if someone gains access to the document.
- **Warning:** You'll lose access to the document if you ever forget your password, so keep it safe! Microsoft advises you write down the name of the document and its password and keep it in a safe place.



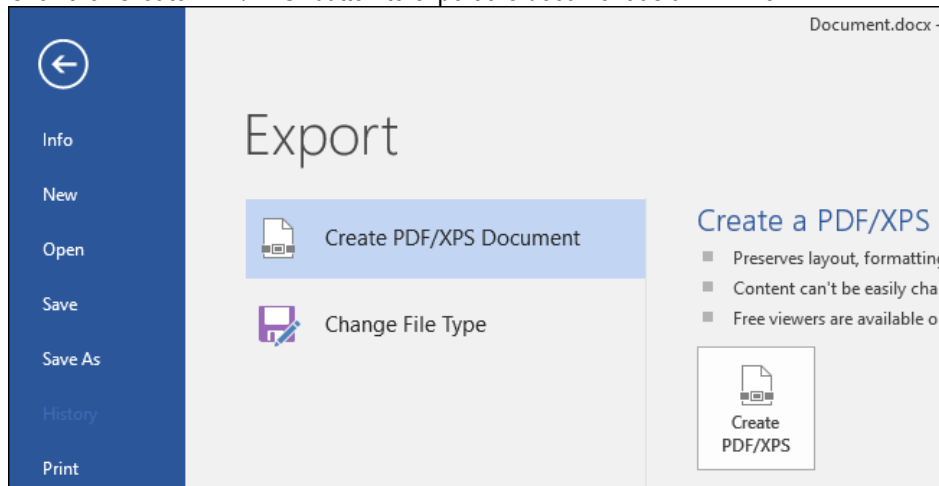
- When a document is encrypted, you'll see the "A password is required to open this document" message on the Info screen.
 - The next time you open the document, you'll see an "Enter password to open file" box. If you don't enter the correct password, you won't be able to view the document at all.



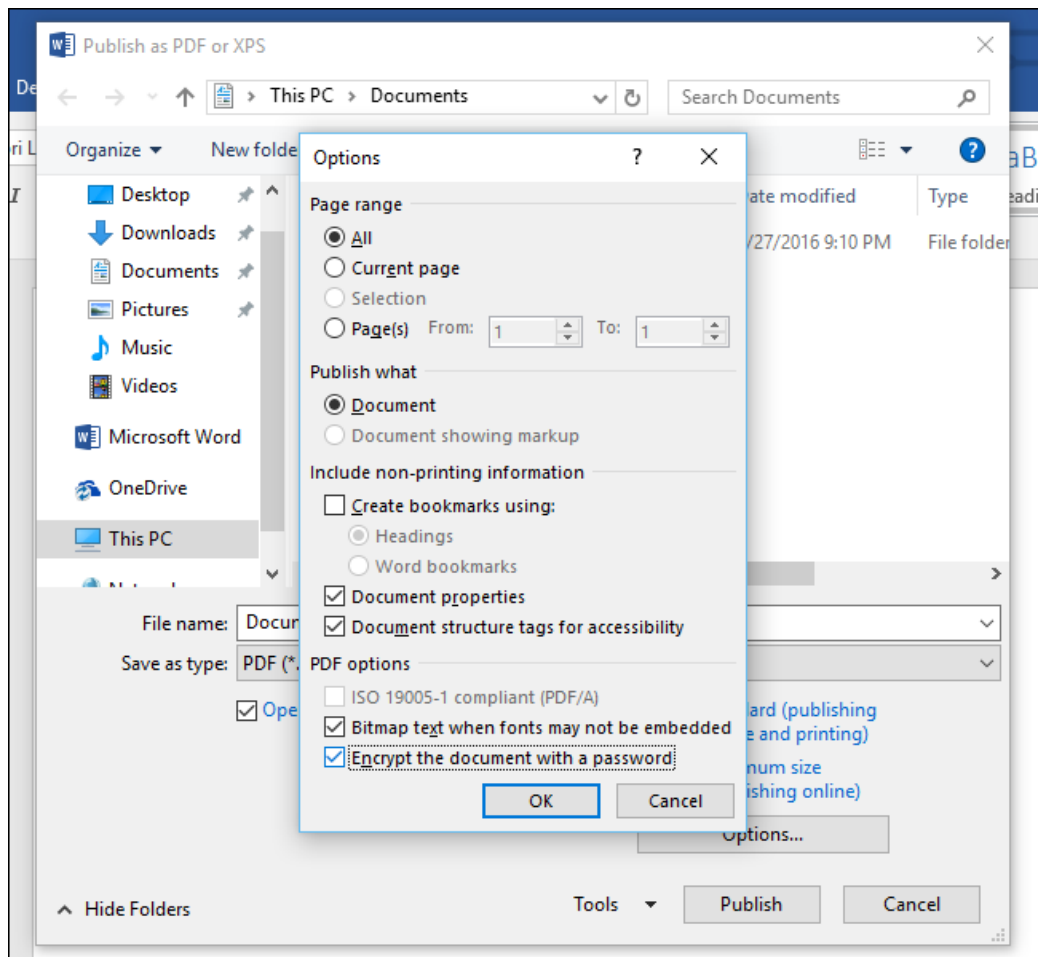
- To remove the password protection from a document, click the “Protect Document” button and select “Encrypt with Password” again. Enter a blank password and click “OK.” Office will remove the password from the document.

How to Create a Password Protected PDF File

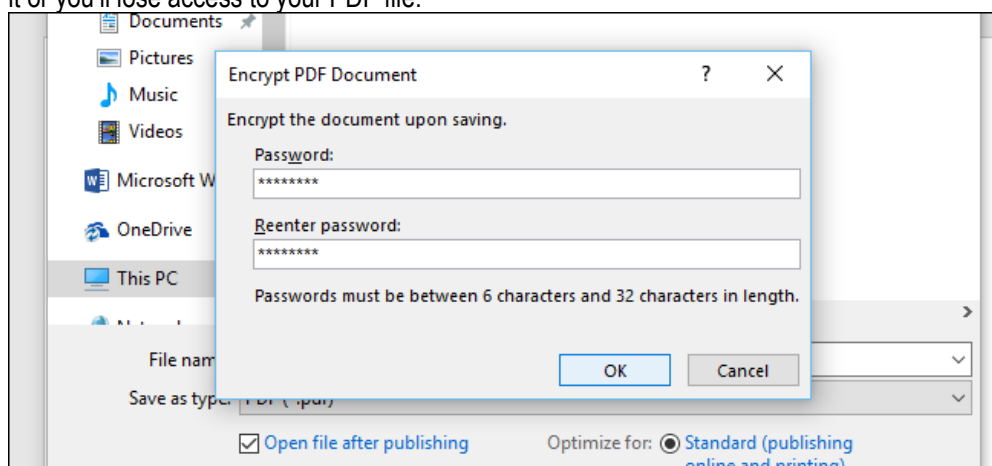
- You can also export an Office document to a PDF file and password protect that PDF file. The PDF document will be encrypted with the password you provide. This works in Microsoft Word but not Excel, for some reason.
- To do this, open the document in Microsoft Word, click the “File” menu button, and select “Export.” Click the “Create PDF/XPS” button to export the document as a PDF file.



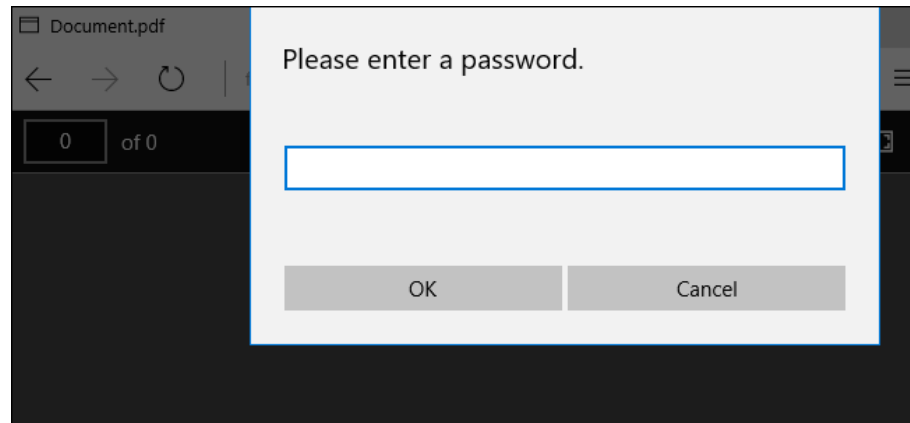
- Click the “Options” button at the bottom of the save dialog window that appears. At the bottom of the options window, enable the “Encrypt the document with a password” option and click “OK.”



- Enter the password you want to encrypt the PDF file with and then click “OK.”
- When you’re done, enter a name for the PDF file and click the “Publish” button. Office will export the document to a password-protected PDF file.
- **Warning:** You won’t be able to view the PDF file if you forget the password. Be sure to keep track of it or you’ll lose access to your PDF file.



- You’ll have to enter the PDF file’s password when you open it. For example, if you open the PDF file in Microsoft Edge–Windows 10’s default PDF viewer–you’ll be asked to enter the password before you can view it. This also works in other PDF readers.



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Zipping your files.

- Put all the files into a new folder
- Right-click on the folder to be sent
- Select "Send To" and then click "Compressed (Zipped) folder"
- The files will start compressing
- After the compression process is complete, attach the compressed file with the extension .zip to your email.

Keeping passwords safe.

We recommend that you store the password either as a note on a hardcopy document which is then filed or stored safely or a softcopy that is saved in the bid response folder once the bid has been submitted or in line with your document management policy.

ELIGIBILITY CRITERIA

Eligibility framework

The bidder is to provide the requisite degree of confidence, as evidenced in the table below, that they are:

- Technical experts in the Procurement of Innovation and Innovation Methods
- Sufficient expertise as Lead Organiser
- Sufficient expertise to appoint and oversee Event Management
- Capable of attracting international experts to South Africa
- Capable of attracting African participants to South Africa
- Sufficient expertise to set the standard for conference presentations for academic accreditation, where necessary, and setting of a minimum threshold for speaker participation

Threshold and additional points

A two tiered process exists, namely:

- **Minimum threshold:** The points indicated in the column “Minimum Points” in the table below, reflect the minimum eligibility threshold. Candidates achieving full score in this column progress to the next round of point scoring, namely points available in the “Additional Points” column. No points are added from Additional Points to Minimum Points in the event full point are not achieved for Minimum Points.
- **Additional points:** It is critical to maximise additional point (refer Additional Points column) in light of the methodology intended of awarding to the bidder with the highest points.

Requirements

Bidders are required to populate the **blue** columns in the table below:

- Bidder's own score (min.)
- Bidder's response
- Bidder's own score (add.)

Minimum threshold and additional points table

Question	Minimum point/s required	Bidder's own score (min.)	Bidder's response (reference)	Additional point/s available	Bidder's own score (add.)	For office use only
Thought leadership <i>Requirement</i> Demonstrate that you may be regarded as a leading national thinker in this field	1			Three (3) additional points if adequate proof offered of being regarded as an international expert.		

Question	Minimum point/s required	Bidder's own score (min.)	Bidder's response (reference)	Additional point/s available	Bidder's own score (add.)	For office use only
<i>Proof</i> Proof may include innovation leadership position, training modules, conference address, published article, opinion provided on legal prescripts regarding innovation						
Minimum technical knowledge <i>Requirement</i> Understanding of international practices. <i>Evidence</i> Any one of the following (1) Provide a brief summary (minimum of half a page) identifying the three leading innovation methods employed to procurement innovation permitted by international prescript for public procurement (with key references, or (2) Provide a copy of chapter/article/conference paper/key training provided by yourself in this respect (3) Membership and active involvement of a leading think-tank (e.g. POGO, Oxford)	1			One (1) additional point (or part thereof) for identifying five additional unique innovation methods or complex methods commonly employed for the procurement of innovation.		
Lead organiser <i>Requirement</i> Experience of being lead organiser of at least one	1			One (1) additional point for each conference as Lead Organiser (limited to 5 additional points);		

Question	Minimum point/s required	Bidder's own score (min.)	Bidder's response (reference)	Additional point/s available	Bidder's own score (add.)	For office use only
national accredited academic conference <i>Proof</i> Provide details of exact role for each conference as lead organiser below. (The NRF reserves the right to call for additional detail and/or corroboration, including reference/s).						
Strategic level: International conference <i>Requirement</i> Credible conference strategist (excluding international speaker participation strategy, addressed later). <i>Proof</i> Minimum of a two page conceptual synopsis for proposed conference addressing what high level decision points/strategies are relevant and directions proposed for each strategy for this particular conference assuming a maximum of 200 participants.	1 (seven key strategies and directions)			An additional half (1/2) a point for each additional strategy and direction (limited to a maximum of three (3) additional points). plus an additional two (2) points for provision of a high level Lead Organiser project plan detailing critical milestones, and dates. Note this project plan is to operations (Event Management) milestones (addressed later)		
World-class contribution strategy <i>Requirement</i> Attracting key experts to participate and attend	1			One (1) additional point for evidence of a solid relationship with a leading international expert.		

Question	Minimum point/s required	Bidder's own score (min.)	Bidder's response (reference)	Additional point/s available	Bidder's own score (add.)	For office use only
<i>Proof</i> Minimum of a one page proposal detailing the strategy/approach to ensure attracting leading international experts (at least the top three) to present best practices, innovative thinking and participate in the development of methods to procure innovation within the context of this specific conference and budget.						
Knowledge of international experts <i>Requirement</i> Identification of leading international experts <i>Proof</i> Provide a list of the top seven international experts.	1			One (1) additional point for ranking the list in order of credibility and providing the methodology adopted for such ranking. Plus, one (1) additional point for providing potential topics to be addressed at the conference by such speakers		
Operational level: Event management <i>Requirement</i> Event Management experience <i>Proof</i> Provide details of a conference where you provided direct, hands on (not outsourced) event management.	1			One (1) additional point for the provision of a <i>high level</i> Event Management project plan for this specific conference detailing critical milestones, and dates, plus an additional one (1) point for including the <i>detailed operational activities</i> under each <i>high level</i> point with specific dates		

Question	Minimum point/s required	Bidder's own score (min.)	Bidder's response (reference)	Additional point/s available	Bidder's own score (add.)	For office use only
Risk Management <i>Requirement</i> Maximising success of conference through minimising incidence of key risks to within risk appetite. <i>Evidence</i> Provide a table with ten lines and two columns. In the first column identify the ten most important risks for this proposed conference. In the second column provide details of proposed risk mitigation plans to minimise each risk.	1			N/A		
Total	8			19		

In the event of equal points, the level of transformation will determine the award; and if in such eventuality there are equal transformation points, the award will be determined by lot.