

## INVITATION TO BID

| BID DESCRIPTION                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |
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| <b>APPOINTMENT OF A MEDIA MONITORING COMPANY TO CONDUCT MEDIA MONITORING, ANALYSIS AND REPORTING INCLUDING PROVISION OF INTERACTIVE REAL TIME PLATFORM/S FOR THE DEPARTMENT OF SCIENCE AND INNOVATION, INCLUDING ITS ENTITIES FOR A PERIOD OF FORTY-FIVE (45) MONTHS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |
| <b>Bidder Name:</b>                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |
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| <b>Bid Number:</b>                                                                                                                                                                                                                                                       | NRF/SAASTA MONC/58/2020-2021B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |
| <b>Closing Date:</b>                                                                                                                                                                                                                                                     | 27 August 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                    |
| <b>Closing Time:</b>                                                                                                                                                                                                                                                     | 11h00 (This apply to all the submission methods)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                    |
| <b>Bid Submission Methods</b>                                                                                                                                                                                                                                            | <p><b>Physical submmision</b><br/>Entrance, DIDACTA Building, 211 Nana Sita Street, Pretoria<br/>24 Hours access from the street.<br/>GPS Coordinates: 25° 45'03.30"S &amp; 28° 11'21.42"E<br/>Dimensions of tender box opening: 10 cm X 40 cm</p> <p><b>Electronic submission</b><br/>Bids maybe submitted electronically as per below instructions:<br/>All bidders document must be submitted to via <b>File Send</b><br/>(<a href="http://filesend.nrf.ac.za">http://filesend.nrf.ac.za</a>) to the email address specified on the NRF bid document (<b>Bid58.20202021@saasta.ac.za</b>) and the password for the for File Send (Documents) must not be set as there will be a notification to the bidder once the bids are opened. Bids will not be opened before closing date and time as set out in this document.</p> <p><b>NB: Guideline for electronic submission attached. Maximum of five PDF documents can be submmited at once. It is recommended that you consolidate or merge your PDF documents. If unsuccessful, kindly submit physically as per the above physical submmision address</b></p> |                                                                                    |
| <b>Envelope Addressing for physical submmision</b>                                                                                                                                                                                                                       | On the face of the envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address is required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |
| <b>Enquiries are directed in writing to:</b>                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |
| <b>Section</b>                                                                                                                                                                                                                                                           | <b>Supply Chain Management(Administrative)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Monitoring and Evaluation (Technical)</b>                                       |
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# INTRODUCTION

## INTRODUCTION TO THE NRF

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

## BACKGROUND TO SAASTA

The South Africa Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation, and engagement of science, engineering, innovation, and technology in South Africa.

## THE REQUIREMENTS OF THIS BID

The South African Agency for Science and Technology has been using the services of several service providers to conduct media monitoring services for the Department of Science and Innovation (DSI) and its entities, the NRF, its business Units, and National Research Facilities. On the expiration of the current Media Monitoring contract, and in order to continue with the provision of this deliverable, SAASTA would like to appoint a service to ensure continuity of this service.

The objective of this bid is to appoint a service provider to conduct media monitoring services for the Department of Science and Innovation and its entities, the NRF, its business Units, and National Research Facilities. The service provider is required to conduct media monitoring services on scientific topics/subjects, to report on the monitoring activities as expected, to provide an interactive real-time platform for access by the users of the system from the DSI, its entities, including the NRF, its business units and national research facilities.

# PART A – BID REQUIREMENTS

## SERVICES REQUIREMENT SPECIFICATIONS

### 1. Scope of the Required Goods/Services to be Procured

The successful service provider will be expected to provide two key media monitoring services namely; firstly, to effectively track and monitor media coverage of the Department of Science and Innovation and its entities, including the NRF, its business units, and national facilities, and secondly, to provide quantitative and qualitative analysis and reporting.

#### 1.1. Media Monitoring and Analysis

The successful bidder shall be expected to provide the following services:

##### a. **Media monitoring and quantitative analysis**

Quantitative Media Monitoring will include the following:

##### i. ***Broadcast Media Monitoring***

Conduct monitoring, collect data from and report on all identified national and community television and radio broadcast media houses and stations based on supplied keywords.

##### ii. ***Online Media Monitoring***

Conduct monitoring, collect data from and report on all identified online media platforms based on supplied keywords.

##### iii. ***Print Media Monitoring***

Conduct monitoring, collect data from and report on all identified print media, including national and community newspapers and magazines, based on supplied keywords.

##### iv. ***Social Media Monitoring***

Conduct monitoring, collect data from, and report on all identified mainstream social media platforms such as Twitter, Facebook, Instagram, YouTube, and LinkedIn, including detailed tracking and engagement analysis of specific organisational accounts using the links provided under section 4.4.

##### b. **Media Monitoring and Qualitative content analysis**

The service provider will submit to SAASTA on a monthly and quarterly basis media content analysis reports, as well as ad hoc reports, compiled from print, broadcast, social, and online media platforms.

Qualitative in-depth media content analysis will include the following:

- i. Qualitative analysis of actual coverage (per centimetre column or per second/minute etc.), as well as the equivalent advertising value of such coverage in all media.
- ii. Qualitative analysis of the key issues covered in the media that is of relevance for the Department of Science and Innovation and its entities, such as the nature of coverage (positive, negative, or neutral) and the reputational impact of such coverage on the

- Department of Science and Innovation and its entities.
- iii. The identity of the key journalists and media houses covering these issues.
- iv. Analysis should identify and highlight reporting trends, angles, and potential reputational risks, providing strategic insight to the Department of Science and Innovation and its entities.
- v. Track and analyse trends in the media penetration rate of the Department of Science and Innovation and its entities' articles or media releases that are published daily that would help demonstrate the quality and effectiveness of the articles generated by the Department of Science and Innovation and its entities.

### **1.2. Media Monitoring Dashboard/Web-based interface**

The web-based interface dashboard

- a. Must ensure that the data, as collected and captured, must be immediately accessible through a customisable and interactive web-based interface dashboard.
- b. Must provide an overview of a date-based analysis with the appropriate supporting infographics for each entity to enable the preparation of periodical summarised insight media reports.
- c. allow the export of raw data.
- d. allow the user to identify and report miss-hits and false hits to the account manager, once selected; the false hits should be hidden and excluded from the infographics.
- e. Accessible via mobile devices.

### **1.3. Media Alerts**

To enable timeous reporting, the service provider will need to:

- a. provide daily and/or instant media alerts.
- b. flag sensitive media articles and/or clips.
- c. provide occasional live news feeds on a needs basis.

### **1.4. Training Services**

- a. Two orientation training sessions that enable navigation of summaries provided to the Department of Science and Innovation and its entities at the beginning of the contract.
- b. After-hours technical support relating to the electronic portal must be provided.
- c. Adhoc training of new features are added to the system.
- d. Orientation training of newly appointed business entity/unit representatives .

### **1.5. Media Reports**

The Media Content Analysis Report should be sent to SAASTA as per the following requirements;

- a. Monthly statistical reports for the DSI, its entities and business units.
- b. Quarterly quantitative and qualitative analysis reports:
  - Academy of Science of Science Africa (ASSAF)

- Council for Science and Industrial Research (CSIR)
  - Department of Science and Innovation (DSI)
  - National Research Foundation (NRF)
  - Human Sciences Research Council (HSRC)
  - South African National Space Agency (SANSA)
  - South African Council for Natural Scientific Professions (SACNASP)
  - Technology Innovation Agency (TIA)
- c. Ad hoc reports at no additional costs.

In addition, the service provider should provide thematic/event focus reports and estimation of viewership/listenership/readership figures based on distribution, coinciding with the financial year that reflects details of the required analysis of the Department of Science and Innovation and its entities for the period of April to March of every year.

### **1.6. Account Management**

- a. Provide SAASTA with access to the main account.
- b. Provide SAASTA with access to a key account manager or service consultant:
  - Provide details of the dedicated Account Manager with a minimum of two years experience in media monitoring and relevant qualifications in Communications, Research, or a Media-related field.
- c. Provide SAASTA with the details of the Account Management Team:
  - This includes the provision of professional profiles of Account Management team members (Three profiles inclusive of Account Manager) with relevant experience in media monitoring and relevant qualifications in Communications, Research, or a Media-related field.
- d. Provide all other DSI entities with access to entity-specific information.
- e. Provide access to the dashboard and notifications to at least twenty-five (25) representatives (users) from the DSI and its entities. Additional 10 spaces (users) should be made available on request at no additional cost.

## **2. Expected Outcomes and Deliverables**

### **2.1. Expected outcomes:**

- a. To conduct media monitoring services for the Department of Science and Innovation and its entities.
- b. To conduct media monitoring services on scientific topics/subjects as per the identified keywords.
- c. To provide an interactive real-time platform for the use of the identified stakeholders.
- d. To adjust keywords and spokespeople as and when there are structural, political, and STEM-related changes.
- e. To provide flash-drive and cloud backups of all data, including media clippings collected.
- f. To provide technical training to all users identified and to provide additional training when

changes are affected to either the users or system.

## 2.2. Breakdown of required Media Monitoring: Bins, Keywords, and Spokespersons

The list of agents and spokespersons below will apply to sections that refer to media monitoring.

| Bin                                                                      | Main Keywords                                                                                                                                                                                                                                                                                                                                                                                           | Spokespeople   Researchers                                                                       |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| South African Agency for Science and Technology Advancement (NRF SAASTA) | South African Agency for Science and Technology Advancement<br>Suid-Afrikaanse Agentskap vir Wetenskap en Tegnologie Bevordering<br>(Acronym) SAASTA                                                                                                                                                                                                                                                    | The names of the spokespersons to be tracked will be provided to the appointed service provider. |
| National Research Foundation (NRF Corporate)                             | National Research Foundation<br>Nasionale Navorsing Stigting                                                                                                                                                                                                                                                                                                                                            |                                                                                                  |
| South African Radio Astronomy Observatory (NRF SARAO)                    | South African Radio Astronomy Observatory<br>(Acronym) SARAO<br>Square Kilometre Array   Square Kilometer Array<br>Karoo Array Telescope   Karoo Array Teleskoop<br>SKA Telescope   SKA Teleskoop<br>MeerKAT Telescope   MeerKAT Teleskoop<br>Hydrogen Epoch of Reionization Array   HERA<br>Hydrogen Intensity and Real-time Analysis Experiment   HIRAX<br>Hartebeesthoek Radio Astronomy Observatory |                                                                                                  |
| South African Institution for Aquatic Biodiversity (NRF SAIAB)           | South African Institute for Aquatic Biodiversity<br>(Acronym) SAIAB                                                                                                                                                                                                                                                                                                                                     |                                                                                                  |
| South African Environmental Observatory Network (NRF SAEON)              | South African Environmental Observation Network<br>(Acronym) SAEON                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |
| South African Astronomical Observatory (NRF SAAO)                        | South African Astronomical Observatory<br>(Acronym) SAAO<br>Southern African Large Telescope   Suid- Afrikaanse Groot Teleskoop<br>Sutherland Observatory   Sutherland Sterrewag                                                                                                                                                                                                                        |                                                                                                  |
| iThemba Laboratory for Accelerator-Based Sciences (NRF ITHEMBA)          | iThemba Laboratory for Accelerator-Based Sciences<br>iThemba Labs                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |
| Department of Science and Innovation (DSI)                               | Department of Science and Innovation<br>Department Science and Innovation<br>Departement van Wetenskap en Innovasie<br>Departement Wetenskap en Innovasie<br>DSI (Acronym)                                                                                                                                                                                                                              |                                                                                                  |
| Academy of Science of Science Africa (ASSAF)                             | Academy of Science of South Africa<br>(Acronym) ASSAF                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  |
| Technology Innovation Agency (TIA)                                       | Technology Innovation Agency<br>(Acronym) TIA                                                                                                                                                                                                                                                                                                                                                           |                                                                                                  |
| Council for Science and Industrial Research (CSIR)                       | Council for Scientific and Industrial Research<br>(Acronym) CSIR<br>Wetenskaplike en Nywerheidsnavorsingsraad<br>(Acronym) WNNR<br>N National Cleaner Production Centre South Africa<br>(Acronym) CPC-SA<br>National Foundry Technology Network                                                                                                                                                         |                                                                                                  |

|  |                                                                    |  |
|--|--------------------------------------------------------------------|--|
|  | (Acronym) NFTN                                                     |  |
|  | National Cleaner Production Centre                                 |  |
|  | (Acronym) NCPC                                                     |  |
|  | National Integrated Cyber Infrastructure System                    |  |
|  | (Acronym) NICIS                                                    |  |
|  | Aerospace Industry Support Initiative                              |  |
|  | (Acronym) AISI                                                     |  |
|  | Biomanufacturing Industry Development Centre                       |  |
|  | (Acronym) B IDC                                                    |  |
|  | National Centre for Nano-structured Materials                      |  |
|  | (Acronym) NCNSM                                                    |  |
|  | Centre for High Performance Computing                              |  |
|  | (Acronym) CHPC                                                     |  |
|  | Human Sciences Research Council (HSRC)                             |  |
|  | Human Sciences Research Council                                    |  |
|  | (Acronym) HSRC                                                     |  |
|  | South African National Space Agency (SANSA)                        |  |
|  | South African National Space Agency                                |  |
|  | (Acronym) SANSA                                                    |  |
|  | South African Council for Natural Scientific Professions           |  |
|  | South African Council for Natural Scientific Professions (SACNASP) |  |
|  | (Acronym) SACNASP                                                  |  |

| Bin                    | Main Keywords                  | Keywords   Subcategories                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| South African Research | DSI Priority Areas             | Indigenous Knowledge Systems   IKS<br>Nanotechnology<br>Hydrogen Fuel Cell Technology Astronomy<br>Palaeosciences<br>Bio-Innovation                                                                                                                                                                                                                                                                                 |
|                        | Astronomy   Astronomie         | Space Science   Ruimte Wetenskap<br>Space Geodesy<br>Radio Astronomy Optical astronomy<br>Pulsar Timing<br>Very Long Baseline Interferometry   VLBI Satellite<br>Laser Ranging<br>Celestial Reference Frame<br>Stargazing<br>Earth Observation<br>Space Operations<br>Cube satellites<br>Nanosatellites Astronautics<br>Aerospace<br>Space Weather<br>Climatology<br>Meteorology                                    |
|                        | Biotechnology   Bioteegnologie | Biodiversity<br>Bio-economy<br>Grass Roots Innovation<br>African Coelacanth Ecosystem<br>Isimangaliso Wetland Authority<br>Aquatic Invasion Biology<br>Biodiversity Informatics<br>Algoa Bay Sentinel Site<br>Fisheries Management<br>Freshwater Ecology<br>Ichthyology<br>Marine Protected Areas<br>National Fish Collection Estuaries<br>Estuarine Ecology<br>Marine Research Platforms<br>Alien Invasive Species |

|  |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                  | Biological Conservation<br>Eco-informatics<br>Antarctic Research<br>Arid Lands<br>Mountain Ecosystems                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | Physics   Fizyka | Experimental Nuclear Physics<br>Materials Research<br>Radiation Biophysics<br>Particle Accelerators<br>Accelerator-Based Radionuclides Subatomic Physics<br>Accelerator Mass Spectrometry<br>Nuclear Medicine<br>Tandem Accelerator<br>Cyclotrons<br>Afrodite<br>Radioisotopes<br>Tandem Mass Accelerator Spectrometry                                                                                                                                                                                                                                       |
|  | Other Sciences   | Agricultural Science<br>Forestry Science<br>Aquatic Science<br>Marine Science<br>Atmospheric Science<br>Biological Science<br>Botanical Science<br>Chemical Science<br>Industrial Science<br>Conservation Science<br>Earth Science<br>Ecological Science<br>Environmental Science<br>Extension Science<br>Food Science Geological Science<br>Geospatial Science<br>Material Metallurgical Science Mathematical Science<br>Microbiological Science<br>Palaeontology<br>Entomology<br>Antarctic Research<br>Energy and Science<br>Social Science<br>Humanities |

### 3. General Expected Deliverables for Print, Radio and Television Broadcast and New or Online Media

The general expected deliverables and outcomes for broadcast, print, and new media are listed below.-

3.1. A comprehensive report must be submitted at the end of the quarter and the financial year for the DSI and each entity respectively.

3.1.1. Proposed Report Template.

- a. The media monitoring report (s) must cover, but not limited to the following topics:
- Title of the report
  - Summary of the report
  - Introduction

- Media type (e.g Online, Broadcast or Print)
- Media categories (e.g national, regional or community)
- Media sentiment (e.g Neutral, negative, positive)
- Language
- Geographical coverage
- Media clips ( Main headlines)
- Social media information
- Conclusion

- 3.2. Monthly statistical reports to be submitted on the monitored media.
- 3.3. An interactive online platform must be available that allows users to interact with the data to monitor the media and generate reports.
- 3.4. Daily/instant alerts per electronic mail to relevant users; morning, midday, afternoon, and evening that provide a description and link to the article or video/audio clipping.
- 3.5. RAMS, TAMS, and AMPS need to be updated regularly.
- 3.6. Keywords and spokespeople should be updated as provided by users when changes occur in the political, organisational, and industry environment.
- 3.7. All monitored media content on South African Research and the DSI should be provided to SAASTA in a format that can be used for in-depth analysis.
- 3.8. All reports should contain appropriate infographics.
- 3.9. Each of the corporate agents as stated in 2.2 above must be reported on separately.
- 3.10. Reporting should be consistent for each entity in terms of layout to allow comparison across the industry.
- 3.11. Reports should be structured in such a way that trends, developments, and media coverage peaks are easily identifiable across time.
- 3.12. Reports, reporting structure, and format should be consistent between months and for the various agents.
- 3.13. Reports should be presented in a neat, edited fashion and should have a professional appearance and layout.
- 3.14. Reports should be available electronically.
- 3.15. Reports should be available in real-time.
- 3.16. There should be consistency in reporting across and within agents.
- 3.17. Service providers must ensure that broadcast media (audio / visual data) and new media are accessed daily and archived to ensure future access to the stored data.
- 3.18. The service provider must accept responsibility for the reports until a year after completion of the contract and submission of the final reports.
- 3.19. Service providers using subcontractors must list them and provide proof that they will be able to conduct the work.
- 3.20. Should errors be identified in reports after submission, the service provider will be responsible for providing complete sets of corrected reports and datasets at no additional cost.
- 3.21. All data (raw data, media clippings, and reports) should be stored and made immediately accessible on an interactive, access-controlled, web-based portal that will enable the users to gain access to information at any given time.

- 3.22. The service should include an interactive, web-based analysis system that will allow users with access to produce monthly, quarterly, and ad hoc thematic reports with live graphic representations of data and have functionalities that can produce or generate the following:
  - a. A basic excel report, which includes clip count, area measurement, AMPS/RAMS/TAMS value; Circulation value; Readership / listenership / viewership; PR Value; Advertising Value Equivalent (AVE), Media type; Geographic reach
- 3.23. Comparative periodic reports (month-on-month and quarter-on-quarter etc.).
- 3.24. Graphic presentations of any media statistics generated through the use of this system.
- 3.25. Access must be provided to online tools for at least 25 users. Additional 10 spaces should be made available on request at no additional cost.
- 3.26. Technical support must be available when required.
- 3.27. Induction and periodic training must be provided if needed.
- 3.28. SAASTA will have unlimited use of all information provided by the service provider, the NRF, and the SAASTA will be free to duplicate and distribute any part or parts of reports, or entire reports as it sees fit.
- 3.29. Provided broadcast, print, online and social media list needs to be monitored, if any of the media cannot be monitored the service provider should indicate this.
- 3.30. SAASTA must be able to conduct keyword-based searches across all different platforms and all agents.

## 4. Monitoring Services

### 4.1. Monitoring of Print Media

The contracted service provider is expected to:

- a. Provide a complete list of print publications tracked is provided (It should be clear on how many publications are national, regional, community, and provincial).
- b. Provide media monitoring services (tracking, collection, and archiving of media data) for print media published and distributed within South Africa.
- c. Print media refers to traditional print media, which includes paper-based newspapers, magazines, or periodicals, and any other paper-based media that might be relevant.
- d. Conduct media monitoring on the agents listed in 2.2.
- e. Refer to the list of spokesperson/agents and keywords provided on 2.2.
- f. The scientific agents only need to be monitored in the South African context.
- g. Provide for at least 20% annual variation in keywords provided in 2.2 above.
- h. Eliminate false positive hits.
- i. Provide for SAASTA to review all keywords when the need arises, in line with original unit costs proposed.

#### **Expected deliverables in terms of Print Media**

- i. Monitoring of print media, which includes media data tracking, collection, and archiving, for the periods specified under each respective agent.
- ii. All media data, including editorials, advertorials, and opinion pieces, but excluding advertisements, should be monitored.
- iii. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.

- iv. Data for each agent is to be categorised by the agent and stored separately in chronological order by the agent to ensure ease of access and identification.
- v. Each clip should be accompanied by at least the following information:
  - i. Name of publication
  - ii. Date / issue / issue of publication
  - iii. Advertising Value Equivalent (AVE) (values indicated in South African Rand)
  - iv. Circulation / readership
  - v. Page number
  - vi. Name of journalist / author
  - vii. Living Standard Measure (LSM) or similar metric
  - viii. Geographic information (national / regional / community / other)
  - ix. Distribution Frequency (Daily, Weekly, Monthly, Quarterly, etc.)
  - x. Language (Official languages: Tshivenda, Sepedi, Setswana, isiXhosa, isiZulu, isiNdebele, Afrikaans, Xitsonga, siSwati, Sesotho & English, as well as foreign languages if applicable)
  - xi. Summary of content
- vi. A complete list of publications tracked should be provided. It should be clear on how many publications are national, regional, community, and other, as well as the number of publications for national, for each province, and others.
- vii. The number of print publications monitored, and particularly South African publications, will be a strong consideration during the evaluation of proposals.

#### **4.2. Monitoring of Broadcast Media**

The contracted service provider(s) are expected to:

- a. Demonstrate the capability (Infrastructure) to monitor South African broadcast stations / channels at National and Regional levels.
- b. Provide media monitoring services (tracking, collection, and archiving of media data) for broadcast media aired within South Africa.
- c. Monitor broadcast media including television, radio, and digital broadcasting.
- d. Refer to the list of spokesperson/agents and keywords provided on 2.2.
- e. Provide for 20% annual variation in keywords provided above.
- f. Provide the NRF|SAASTA with the summary of the audio/video for detailed content analysis.

#### **Expected deliverables in terms of Broadcast Media**

- i. Monitoring of broadcast media, which includes media data tracking, collection, and archiving for the periods specified under each respective agent.
- ii. All broadcast media content, including advertorials and public commentary, but excluding advertisements, should be monitored.

- iii. All media data should be archived and be made available to the NRF and SAASTA via the web-based portal(s) and electronic soft copies on USB Drive / DVD / Blu-ray discs.
- iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- v. The NRF|SAASTA needs to be provided with the links and audio/video clips of broadcast media.
- vi. Data for each agent is categorised by the agent and stored separately in chronological order by the agent to ensure ease of access and identification.
- vii. The following information should be provided for each broadcast clip tracked:
  - i. Station / Channel
  - ii. Date of broadcast
  - iii. Duration of broadcast
  - iv. RAMS, AMPS and TAMS (values indicated in South African Rand)
  - v. Broadcast footprint
  - vi. Time of broadcast
  - vii. Viewership / Listenership
  - viii. Geographic information
  - ix. Name of programme
  - x. Name(s) of journalist / presenter / interviewer / interviewee (if applicable)
  - xi. Nature of programme (i.e. news programme / talk show / investigative programme / magazine programme / speciality programme / documentary / educational programme / children's programme / leisure programme / advertisement / other)
  - xii. Programme type (i.e. live broadcast / scheduled broadcast / repeat broadcast)
  - xiii. Language (Official languages: Tshivenda, Sepedi, Setswana, isiXhosa, isiZulu, isiNdebele, Afrikaans, Xitsonga, siSwati, Sesotho & English, as well as foreign languages if applicable)
  - xiv. Advertising Value Equivalent (AVE) (values indicated in South African Rand)
- viii. Audio / visual media data should be provided and archived in an accessible format that will resemble the original format.
- ix. A synopsis should be provided for each broadcast clip tracked, containing the following information:
  - i. Topic / theme
  - ii. Main points or issues
  - iii. Level and nature of audience participation (if any)

- x. A complete list of broadcast platforms for each radio, television and digital media tracked should be provided. It should be clear on how many platforms under each broadcast category are national, regional, community, and other, as well as the number of broadcast platforms tracked under each broadcast category for national, for each province, and other.
- xi. The number of broadcast stations / channels monitored, and particularly South African stations / channels, will be a strong consideration during the evaluation of proposals.

#### **4.3. Monitoring of New Media / Online Media**

The contracted service provider(s) are expected to:

- a. Demonstrate the capability (Infrastructure) to monitor new media platforms (e.g websites, blogs, etc.).
- b. Monitoring of new media platforms, which will include data tracking, collection and archiving.
- c. All new media data, including advertorial and public opinion pieces, but excluding advertisements, will be monitored.
- d. All new media data should be archived and be made available to the NRF and SAASTA via web web-based portal(s) and electronic soft copies on USB Drive / DVD / Blu-ray discs.
- e. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- f. Data for each agent is categorised by agent and stored separately in chronological order by the agent to ensure ease of access and identification.

#### **Expected deliverables in terms of Online Media**

- i. Three sets of data discs for each agent are supplied monthly.
- ii. The following information should be provided for each social media tracked:
  - i. Platform / Website
  - ii. Original source
  - iii. Date of communication / first published
  - iv. Number of hits / /downloads
  - v. Journalist / reporter / personality / organisation / individual / entity
  - vi. Weblink (where applicable)
  - vii. Sentiment
  - viii. Mentions and posts
  - ix. Followers
  - x. Language (Official languages: Tshivenda, Sepedi, Setswana, isiXhosa, isiZulu, isiNdebele, Afrikaans, Xitsonga, siSwati, Sesotho & English, as well as foreign languages if applicable)
  - xi. Unique reach

- iii. Weblinks or URL's to content alone will not be sufficient. Media data will have to be stored in a format that will be easily accessible offline and that will resemble representation in the original form.
- iv. The service provider will be expected to ensure that all audio/visual media clips are saved before access expires.
- v. All text-based and audio/visual new media data should be provided and archived in an accessible format that will resemble the original format.
- vi. The number of new media platforms monitored, and particularly South African platforms, will be a strong consideration during the evaluation of proposals.
- vii. All data obtained through this process will be the property of the NRF
- viii. Bidders must provide the required documents that substantiate their responses to these specifications.

#### 4.4 Monitoring of Social media

The contracted service provider(s) are expected to:

- a. Demonstrate the capability (Infrastructure) to monitor social media platforms including Twitter, Facebook, Instagram, LinkedIn and YouTube.
- b. Provide media monitoring services (tracking, collection and archiving of media data) for new media including social media.
- c. Follow the secure authentication process for accessing the corporate agent social media accounts to conduct tracking and analysis.
- d. Conduct full-page analytics and post by post analytics on the following agents and all their owned social media accounts.

| CORPORATE AGENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.              | National Research Foundation / NRF / RISA<br><a href="https://twitter.com/NRF_News">https://twitter.com/NRF_News</a><br><a href="https://www.facebook.com/www.NRFlectureseries.ac.za/">https://www.facebook.com/www.NRFlectureseries.ac.za/</a><br><a href="https://plus.google.com/104001166710511726391/">https://plus.google.com/104001166710511726391/</a><br><a href="http://www.linkedin.com/company/national-research-foundation">http://www.linkedin.com/company/national-research-foundation</a><br><a href="https://www.youtube.com/channel/UCsof_PNs5UoAiEK7CbUNlaQ">https://www.youtube.com/channel/UCsof_PNs5UoAiEK7CbUNlaQ</a><br><a href="https://www.facebook.com/mzansiforscience">https://www.facebook.com/mzansiforscience</a><br><a href="https://twitter.com/Mzansi4Science">https://twitter.com/Mzansi4Science</a> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | <p>South African Astronomical Observatory / SAAO</p> <p><a href="https://www.facebook.com/SAAOnews">https://www.facebook.com/SAAOnews</a></p> <p><a href="https://twitter.com/saao/">https://twitter.com/saao/</a></p> <p><a href="https://www.youtube.com/user/saltsaao/">https://www.youtube.com/user/saltsaao/</a></p> <p><a href="https://www.facebook.com/SAAOnews">https://www.facebook.com/SAAOnews</a></p> <p><a href="https://twitter.com/saao/">https://twitter.com/saao/</a></p> <p><a href="https://www.youtube.com/user/saltsaao/">https://www.youtube.com/user/saltsaao/</a></p> <p><a href="https://www.facebook.com/SATelescope/?fref=ts">https://www.facebook.com/SATelescope/?fref=ts</a></p> <p><a href="https://twitter.com/SALT_Karoo">https://twitter.com/SALT_Karoo</a></p> <p><a href="https://twitter.com/search?f=tweets&amp;q=SALTAstro&amp;src=typd">https://twitter.com/search?f=tweets&amp;q=SALTAstro&amp;src=typd</a></p> |
| 3. | <p>South African Institute for Aquatic Biodiversity / SAIAB</p> <p><a href="https://twitter.com/ACEP_ZA;">https://twitter.com/ACEP_ZA;</a></p> <p><a href="https://www.facebook.com/Phuhlisa">https://www.facebook.com/Phuhlisa</a></p> <p><a href="https://www.facebook.com/pages/ATAP-Tracking-fish-movements/634748203321082">https://www.facebook.com/pages/ATAP-Tracking-fish-movements/634748203321082</a></p> <p><a href="http://saiablibrary.blogspot.com/">http://saiablibrary.blogspot.com/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | <p>iThemba LABS</p> <p><a href="https://www.linkedin.com/company/ithemba-labs">https://www.linkedin.com/company/ithemba-labs</a></p> <p><a href="https://twitter.com/iThembaLabs">https://twitter.com/iThembaLabs</a></p> <p><a href="https://www.facebook.com/iThembaLABSCape">https://www.facebook.com/iThembaLABSCape</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6. | <p>South African Agency for Science and Technology Advancement / SAASTA</p> <p><a href="https://twitter.com/NRF_News">https://twitter.com/NRF_News</a></p> <p><a href="https://www.facebook.com/www.NRFlectureseries.ac.za/">https://www.facebook.com/www.NRFlectureseries.ac.za/</a></p> <p><a href="https://plus.google.com/104001166710511726391/">https://plus.google.com/104001166710511726391/</a></p> <p><a href="http://www.linkedin.com/company/national-research-foundation">http://www.linkedin.com/company/national-research-foundation</a></p> <p><a href="https://www.youtube.com/channel/UCsof_PNs5UoAiEK7CbUNlaQ">https://www.youtube.com/channel/UCsof_PNs5UoAiEK7CbUNlaQ</a></p> <p><a href="https://www.facebook.com/mzansiforscience">https://www.facebook.com/mzansiforscience</a></p> <p><a href="https://twitter.com/Mzansi4Science">https://twitter.com/Mzansi4Science</a></p>                                                    |
| 7. | <p>South African Environmental Observation Network / SAEON</p> <p><a href="www.linkedin.com/company/saeon">www.linkedin.com/company/saeon</a></p> <p><a href="https://twitter.com/saeonews?lang=en">https://twitter.com/saeonews?lang=en</a></p> <p><a href="https://www.facebook.com/pages/South-African-Environmental-Observation-Network-SAEON/269456166497859">https://www.facebook.com/pages/South-African-Environmental-Observation-Network-SAEON/269456166497859</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8. | <p>South African Radio Astronomy Observatory (NRF SARAO)</p> <p><a href="https://www.facebook.com/pages/Hartebeesthoek-Radio-Astronomy-Observatory/400530416715168?fref=ts">https://www.facebook.com/pages/Hartebeesthoek-Radio-Astronomy-Observatory/400530416715168?fref=ts</a></p> <p><a href="https://twitter.com/Radio_Astronomy">https://twitter.com/Radio_Astronomy</a></p> <p><a href="https://twitter.com/ska_africa?lang=en">https://twitter.com/ska_africa?lang=en</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9  | <p>African Origins</p> <p>Antarctic Research</p> <p>Aquatic Sciences</p> <p>Astronomy / Space Science</p> <p>Biotechnology</p> <p>Coronavirus</p> <p>COVID-19</p> <p>Energy</p> <p>Indigenous Knowledge Systems (IKS)</p> <p>Innovation; (STEMI)</p> <p>Nanotechnology</p> <p>Palaeontology</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | DSI<br><a href="https://www.facebook.com/dsigovza/">https://www.facebook.com/dsigovza/</a><br><a href="https://twitter.com/dsigovza?lang=en">https://twitter.com/dsigovza?lang=en</a>                                                                                                                                                                                                                                                                                                                                                                                               |
| 11 | HSRC<br><a href="https://twitter.com/hsrcza?lang=en">https://twitter.com/hsrcza?lang=en</a><br><a href="https://www.facebook.com/HumanSciencesResearchCouncil/">https://www.facebook.com/HumanSciencesResearchCouncil/</a><br><a href="https://www.linkedin.com/company/hsrc/">https://www.linkedin.com/company/hsrc/</a><br><a href="https://www.youtube.com/channel/UCdegt6y8fmZ7oK4JAYChVEg">https://www.youtube.com/channel/UCdegt6y8fmZ7oK4JAYChVEg</a>                                                                                                                        |
| 12 | TIA<br><a href="https://twitter.com/tiaorgza?lang=en">https://twitter.com/tiaorgza?lang=en</a><br><a href="https://www.facebook.com/TIAORGZA/">https://www.facebook.com/TIAORGZA/</a><br><a href="https://www.linkedin.com/company/technology-innovation-agency/">https://www.linkedin.com/company/technology-innovation-agency/</a>                                                                                                                                                                                                                                                |
| 13 | SANSA<br><a href="https://twitter.com/sansa7?lang=en">https://twitter.com/sansa7?lang=en</a><br><a href="https://www.facebook.com/SouthAfricanNationalSpaceAgency/">https://www.facebook.com/SouthAfricanNationalSpaceAgency/</a><br><a href="https://www.youtube.com/channel/UCRWXQ0Q-vOJNPbXhVzRojVA">https://www.youtube.com/channel/UCRWXQ0Q-vOJNPbXhVzRojVA</a><br><a href="https://www.linkedin.com/in/south-african-national-space-agency-6a8b19a9/?originalSubdomain=za">https://www.linkedin.com/in/south-african-national-space-agency-6a8b19a9/?originalSubdomain=za</a> |
| 14 | ASSAF<br><a href="https://twitter.com/assaf_official?lang=en">https://twitter.com/assaf_official?lang=en</a><br><a href="https://www.facebook.com/search/top/?q=Assaf+Assaf">https://www.facebook.com/search/top/?q=Assaf+Assaf</a><br><a href="https://www.linkedin.com/company/assaf/">https://www.linkedin.com/company/assaf/</a>                                                                                                                                                                                                                                                |

- e. Refer to the list of agents and keywords provided in 2.2.
- f. Provide for 20% annual variation and/or additions, in corporate social media accounts provided above.

#### **Expected deliverables in terms of Social media**

- i. Monitoring of new media platforms, which will include data tracking, collection, and archiving.
- ii. All social media data, including advertorial and public opinion pieces, but excluding advertisements, will be monitored.
- iii. All new media data should be archived and be made available to the NRF and SAASTA via web web-based portal(s) and electronic soft copies.
- iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- v. Data for each agent is categorised by agent and stored separately in chronological order by an agent to ensure ease of access and identification.
- vi. Three sets of data discs for each agent are supplied every month.
- vii. The following information should be provided for each social media tracked:
  - i. Social Platform / Website
  - ii. Summary

- iii.* Audience
  - iv.* Comments
  - v.* Events
  - vi.* Mentions
  - vii.* Paid Solicited, Unpaid Solicited, Solicited, or Organic
  - viii.* Comparative Time-based Performance (Reach: daily, weekly, monthly or quarterly)
  - ix.* Posts/Tweets
  - x.* Reactions
  - xi.* Views
  - xii.* Shares
  - xiii.* Language (Official languages: Tshivenda, Sepedi, Setswana, isiXhosa, isiZulu, isiNdebele, Afrikaans, Xitsonga, siSwati, Sesotho & English, as well as foreign languages if applicable)
- viii. Media data will have to be stored in a format that will be easily accessible offline and that will resemble representation in the original form.
  - ix. The service provider will be expected to ensure that all audio / visual media clips are saved before access expires.
  - x. All text text-based and audio / visual new media data should be provided and archived in an accessible format that will resemble the original format.
  - xi. The number of social media platforms monitored, and particularly those mentioning any of the Agents will be a strong consideration during the evaluation of proposals.
  - ix. All data obtained through this process will be the property of the NRF.
  - x. Bidders must provide the required documents that substantiate their responses to these specifications.

## 5. Services and Corresponding Performance Levels

- 5.1. The contracted service provider(s) will work in collaboration with the Monitoring and Evaluation Unit at SAASTA, as well as the Corporate Communications and Branding Unit of the NRF as follows:
- 5.2. A designated person will be assigned as the contact person with regards to all media monitoring and media analysis related to the corporate agents.
- 5.3. A designated person will be assigned as the contact person with regards to all media monitoring related to the science and technology agents.
- 5.4. The service provider is to assign a designated project manager to the project.
- 5.5. Performance meetings will be conducted regularly when the needs arise depending on the contractual period.
- 5.6. Challenges should be identified and communicated within twenty-four (24) hours.
- 5.7. All queries should be responded to and resolved within twenty-four (24) hours.
- 5.8. Electronic access to data portholes and archives should be provided to all individuals identified by NRF and SAASTA as users, which might include third parties such as external service providers.
- 5.9. Daily newsfeed alerts should be forwarded to all individuals identified by the NRF and SAASTA as users

daily.

5.10. The NRF and SAASTA should be alerted, and data made available as follows:

- i. No more than eight (8) hours after publication, broadcast or streaming for print, broadcast, online and social media.
- ii. No more than eight (8) hours for downloaded materials.
- iii. Information needs to be made available in real-time.
- iv. Technical support should be provided within twenty-four (24) hours of lodging a support request.

## 6. Support

The contracted service provider(s) will work in collaboration with the Science Communication Unit at SAASTA, as well as the Corporate Communications and Branding Unit of the NRF as follows:

- 6.1. A designated person within the SAASTA Monitoring and Evaluation Unit will be assigned as the contact person with regards to all media monitoring and media analysis related to the corporate agents.
- 6.2. A designated person within the SAASTA Monitoring and Evaluation Unit will be assigned as the contact person with regards to all media monitoring related to the science and technology agents.
- 6.3. The service provider is to assign a designated project manager to the project.
- 6.4. Performance meetings will be conducted regularly for the entire period of the contractual period.
- 6.5. Challenges should be identified and communicated within twenty-four (24) hours.
- 6.6. All queries should be responded to and resolved within twenty-four (24) hours.
- 6.7. Service provider to provide electronic access to data portals and archives should be provided to the selected individuals/users, which might include third parties such as external service providers.
- 6.8. Daily newsfeed alerts should be forwarded to all individuals identified by the NRF and SAASTA as users daily.
- 6.9. DSI/SAASTA should be alerted, and data made available as follows:
- 6.10. No more than forty-eight (48) hours after publication, broadcast or streaming for print, broadcast, online and social media.
- 6.11. No more than seven (7) days for downloaded materials.
- 6.12. Information needs to be provided in real-time.

## 7. Evidence of Supply Capability (Technical Merit)

**The bidder (Individual companies, consortiums and all subcontractors) should:**

- 7.1. Have been in business in a relevant sector for no less than three (3) years.
- 7.2. Have a sound industry track record and experience.
- 7.3. Provide the organisational structure of the organisation
- 7.4. Provide biographies / CV's of individuals who will be managing the account/project
- 7.5. Provide a company profile
  - i. The company should have a minimum of three years of experience in media monitoring.
- 7.6. Provide references with contact details
- 7.7. Bidders are required to provide a profile of their companies/organisations as well as three (3) written references from previous clients in which the clients declare the following:

- i. If working as a consortium and or subcontractors the same information needs to be provided for all parties involved.
- ii. All members of consortiums need to be identified and all subcontractors stated.
- iii. Provide a letter of motivation for all relevant parties.
- iv. Specify who the project leader will be.
- v. Specify the data management (collection and/or analysis) tools being employed to be specified. A short, concise, and easily comprehensible explanation of how these tools function should be provided.
- vi. Relationships with media houses / key stakeholders responsible for ensuring access to data.
- vii. A comprehensive Service Continuity Plan needs to be provided.

## 8. Service Continuity

A detailed explanation on how the risks listed below, and other potential risks will be mitigated to ensure that service delivery is not affected:

- 8.1. Retention of critical skills (regardless of staff turnover).
- 8.2. Loss of data during system updates.
- 8.3. Integrity of software.
- 8.4. Integrity of data.

## DUE DILIGENCE: RETURNABLE DOCUMENTS

### 9. Returnable Documents

NRF reserves the right to conduct due diligence on information supplied

#### 9.1. Procurement invitation

- i. SBD 1 completed with the bidder's information.

#### 9.2. Declaration of Interests with Government

- i. SBD 4 completed with bidder's information

#### 9.3. Preference points claimed

- i. SBD 6.1 completed with bidder's information
- ii. An original BBBEE certificate or a certified copy of an original BBBEE certificate attached in the annexures to the bid document.

#### 9.4. Declaration of past SCM practices

- i. SBD 8 completed with bidder's information

#### 9.5. Certificate of Independent Bid Determination

- i. SBD 9 completed with the bidder's information.

#### **9.6. Central Supplier Database Registration**

- i. CSD report attached reflecting legal details, registration numbers, and details of directors shareholding
- ii. CSD report reflects compliant tax status

#### **9.7. Bid offer signature**

- i. SBD 1 offer signature is signed encompassing all documents in the submission

#### **9.8. References**

- i. Three (3) written reference letters with contact details for those customers for whom the bidder has completed work within the last sixty (60) months in conducting research/or studies in the media landscape.

#### **9.9. Pricing**

- i. SBD 3.1 in this document completed

#### **9.10. Bidder's profile**

- i. Bidders provide NRF with sufficient detail of their profile, including at a minimum:
  - i.* Length of time in business
  - ii* Top three clients
  - iii* Summary of the names, number, complexity and size of most significant contracts over the last five years (preferably thirty-six months).

#### **9.11. Bidder's financial sustainability**

- i. Credit report from the reputable ranking agency.
- ii. Audited financial statement; if qualified, NRF reserves the right to reject the bid.
- iii. Disclosure if in business rescue.
- iv. Forecast for the contract period.

#### **9.12. Bidder's technical qualification**

- i. The NRF only considers bidders that have a relevant qualification(s) in Communications, Research or Media related field for the nature of the required services/goods. The onus is on the bidder to provide appropriate proof unless indicated to the contrary.

#### **9.13. Bidder's experience**

- i. The NRF only considers bidders that have equivalent experience in both size and complexity in different projects. The onus is on the bidder to provide proof.

#### **9.14. Bidder's risk management**

- i. The NRF only considers bidders that can demonstrate the appropriate contingency planning
- ii. Examples: Redundancy for unforeseen delays or occurrences will be considered.

### **10. Ethical Requirements**

- 10.1. The bidder must confirm that there are no interests with the NRF and its business units, has clean business practises, and has determined its bid independently from others as reflected on its submitted SBD 1, SBD 4, SBD 8, and SBD 9 forms.

## **CONTRACT PERIOD**

### **11. Contract Duration Details**

- 11.1. The contractual period for this bid is Forty-Five Months (45)
- 11.2. Commencement will be the date of final signature by the second party on the SBD 7.1 Contract Signing Form.

## **CONTRACT MANAGEMENT**

### **12. Method of delivery and conditions for determining successful delivery after contract (SBD 7) is signed**

- 12.1. The appointed service provider will commit to a performance management agreement.
- 12.2. The performance management agreement will be in line with the specifications and expected outcomes.

### **13. Termination of Contract due to Non-performance**

- 13.1. In the event of the non-performance as per the agreed contract, SAASTA will appoint an alternative at the cost of the appointed third party. The defaulting third party is obliged to settle the damages/additional costs that SAASTA has incurred as a result of the non-performance of the appointed bidder.

### **14. Occupational Health and Safety when working on NRF Sites:**

- 14.1. All personnel performing work on the SAASTA site/s as part of this contract are responsible to obtain safety induction.
- 14.2. Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed bidder meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the worksite. All personnel is to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
- 14.3. The appointed bidder, once signing the contract (SBD 7 and the NRF's Section 37.2 agreement), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed bidder performs all work and uses equipment on-site complying with the provisions of the Act.
- 14.4. To this end, the appointed bidder shall make available to SAASTA on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where

applicable. The appointed bidder furnishes its registration number with the office of the Compensation Commissioner.

14.5. The appointed bidder maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.

14.6. SAASTA manages the appointed bidder in his capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The appointed bidder accepts liability for any contraventions to the Act. Each member of the appointed bidder's team (including sub-contracted personnel), submit a signed indemnity form before entering the worksite and kept in the appointed bidder's health and safety file.

## 15. Original Bid Documents for the Contract Signing

15.1. The sets of original bid documents in hard copy format (paper document) serve as the original master set for the legal contract document between the contracting parties. The master set remains at the NRF and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The master set has the originals or certified copies of any certificates stipulated in this document attached.

## 16. Managing Service Levels

16.1. Upon appointment, both parties agree on the final set of performance levels for each deliverable service level including measurable key performance indicators with minimum thresholds in writing which are appended to this contract document.

16.2. Where both parties agree to a variation of these, both parties sign the revision which is appended to this contract document,

16.3. Where either party has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.

16.4. Both parties will monitor the corrective actions.

16.5. Both parties will assess the applicability of penalties to the incurred poor performance and apply these,

16.6. The service performance levels are:

| PERFORMANCE LEVELS                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                 |                                                                                     |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Performance being Measured                                                           | Measurement Methodology                                                                                                                                                                                                                                                                                                                                                                                                                             | Trigger Level                                                                                                                                                                                                                                                                                                   | Penalty                                                                             |
| <ul style="list-style-type: none"> <li>Quantitative Media Monitoring</li> </ul>      | <ul style="list-style-type: none"> <li>Expected to provide quantitative Media Monitoring services for Broadcast, Print, online and social media platforms</li> </ul>                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Non-delivery</li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>No payment</li> </ul>                        |
| <ul style="list-style-type: none"> <li>Media Alerts</li> </ul>                       | <ul style="list-style-type: none"> <li>To enable timeous reporting, the service provider will need to provide daily and/or instant media alerts within 14 (14) days after publication</li> <li>To flag sensitive media articles and/or clips</li> </ul>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>More than 40% of medial alerts are delivered after 14 days of publication</li> </ul>                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>5% penalty of payment due per day</li> </ul> |
| <ul style="list-style-type: none"> <li>Media Monitoring Dashboard</li> </ul>         | <ul style="list-style-type: none"> <li>An immediately accessible and customisable dashboard that provides an overview of a date-based analysis with the appropriate supporting infographics for each DSI entity to enable preparation of periodical summarised insight media reports, as well as allow the export of raw data.</li> <li>The dashboard must allow the user to identify and report miss-hits and false hits to the account</li> </ul> | <ul style="list-style-type: none"> <li>Non-functional dashboard</li> <li>Non-customisable dashboard features</li> <li>No access to the media monitoring dashboard and non-availability of the system for more than 48 hour period</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>5% penalty of payment due per day</li> </ul> |
| <ul style="list-style-type: none"> <li>Media Reports</li> </ul>                      | <ul style="list-style-type: none"> <li>Media Content Analysis Reports as per the following requirements; <ul style="list-style-type: none"> <li>✓ Monthly statistical reports;</li> <li>✓ Quarterly quantitative and qualitative analysis reports;</li> <li>✓ Ad hoc reports</li> </ul> </li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>No delivery of reports within five (5) working</li> <li>No delivery of the Adhoc report(s) within 48 hours after the request</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>5% penalty of payment due per day</li> </ul> |
| <ul style="list-style-type: none"> <li>Account Management</li> </ul>                 | <ul style="list-style-type: none"> <li>Access to the main account</li> <li>Access to a key account manager or service consultant</li> <li>Technical support should be provided within twenty-four (24) hours of lodging a support request.</li> </ul>                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Non-response to queries within 24 hours</li> </ul>                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>5% penalty of payment due per day</li> </ul> |
| <ul style="list-style-type: none"> <li>Delivery of all required services.</li> </ul> | <ul style="list-style-type: none"> <li>Expected to deliver on all five of the above services, namely, quantitative media monitoring, media alerts, monitoring dashboard, media reports and account management.</li> </ul>                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Termination of contract, pending service review, should the service provider continuously fail to deliver on all five of the above services, namely, quantitative media monitoring, media alerts, monitoring dashboard, media reports and account management.</li> </ul> |                                                                                     |

Below is the detailed breakdown of performance measurement:

| GENERAL AND SPECIAL CONDITIONS OF CONTRACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>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”.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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 are 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 practise” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.                                                                                                                                                                                                |
| 1.14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | “GCC” means 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| 1.24  | “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.25  | “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GCC2  | Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.1   | These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.2   | Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.3   | Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GCC 3 | General                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.1   | Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.2   | With certain exceptions (National Treasury’s eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|       | <p>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).</p> <p>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.</p> <p>Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract.</p> <p>All background intellectual property (existing prior to this contract) invests in and remains the sole 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.</p> <p>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.</p> <p>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 appendums to this contract.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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|       | 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 to give effect to the terms of this clause.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| SCC5B | Confidentiality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|       | <p>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:</p> <ul style="list-style-type: none"> <li>• Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent.</li> <li>• 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</li> <li>• Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.</li> </ul> <p>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</p> <ul style="list-style-type: none"> <li>• Disclose the confidential information to any third party, or</li> <li>• Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,</li> <li>• 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.</li> </ul> <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;</li> <li>• 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</li> <li>• 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.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• All written disclosures received from the NRF;</li> <li>• All written transcripts of confidential information disclosed verbally by the NRF; and</li> <li>• All material embodiments of the contract intellectual property.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p> |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|       | and shall be in one of the following forms:<br><br>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<br><br>7.3.2 cashier's or certified cheque.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.4   | The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Bid Number:**

**NRF/SAASTA  
MONC/58/20  
20-2021B**

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| GCC13 | Incidental services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13.1  | <p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>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</p> <p>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.</p> |
| 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  | <p>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:</p> <p>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</p> <p>14.1.2 In the event of termination of production of the spare parts:</p> <p>14.1.2.1 Advance notification to the purchaser of the pending termination, insufficient time to permit the purchaser to procure needed requirements; and</p> <p>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.</p>                                                                                               |
| 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 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|       | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 18.1  | No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| GCC19 | Assignment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 19.1  | The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| GCC20 | Subcontract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20.1  | The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract                                                                                                                                                                                                                                                                                                                                                                                |
| GCC21 | Delays in supplier's performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 21.1  | Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 21.2  | If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.                    |
| 21.3  | No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 21.4  | The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.                                                                                                                                                                                                                                                                                                                                                  |
| 21.5  | Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.                                                                                                                                                                                                                                                                                                                                    |
| 21.6  | Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.                                                                                            |
| GCC22 | Penalties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 22.1  | Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.                                                                  |
| GCC23 | Termination for default                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 23.1  | The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:<br><br>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;<br><br>23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or<br><br>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.                                                                                                                                                                                                                                                                                                                                                                                                     |

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| 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  | <p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1 the name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2 the date of commencement of the restriction</p> <p>23.6.3 the period of restriction; and</p> <p>23.6.4 the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| 23.7  | If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.                                                                                                                                                                                                                                           |
| GCC24 | Anti-dumping and countervailing duties and rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 24.1  | When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him |
| GCC25 | Force Majeure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 25.1  | Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 25.2  | If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| GCC26 | Termination for insolvency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 26.1  | The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| GCC27 | Settlement of disputes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 27.1  | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 27.2  | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 27.3  | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 27.4  | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 27.5  | <p>Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2 the purchaser shall pay the supplier any monies due the supplier.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| GCC28 | Limitation of liability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28.1  | <p>Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>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</p> <p>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.</p> |
| GCC29 | Governing language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 29.1  | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| GCC30 | Applicable law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 30.1  | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| GCC31 | Notices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 31.1  | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 31.2  | The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| GCC32 | Taxes and duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 32.1  | A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 32.2  | A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 32.3  | No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GCC33 | National Industrial Participation Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 33.1  | The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| GCC34 | Prohibition of restrictive practices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 34.1  | In terms of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).                                                                                                                                                                                                                                                                                                                                                                                                              |
| 34.2  | If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 34.3  | If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.                                                                                                                                                                                                                                    |

## EVALUATION CRITERIA FOR THE BID

### EVALUATION TO IDENTIFY RESPONSIVE BIDS

| Document description | Reference to bidder's document | Weight    | Criteria<br>(All criteria are weighted equally to each other) | Grading Scheme | Bid Section Reference | SCM Verification |
|----------------------|--------------------------------|-----------|---------------------------------------------------------------|----------------|-----------------------|------------------|
| Signed SBD 6.1       | P 20                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |
| Signed SBD 4         | P 19                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |
| Signed SBD 8         | P 28                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |
| Signed SBD 9         | P 24                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |
| Signed SBD 3.1       | P 13                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |
| Signed SBD 1         | P 26                           | Mandatory | Completed and signed                                          | Go/No Go       |                       |                  |

**IMPORTANT NOTE: A bidder failing to comply with “Go” in all of the above will be disqualified. If the above-mentioned documents are in order, the bid will be evaluated next according to the table below**

| EVALUATION OF BIDDER CAPABILITY AND CAPACITY                                                                                                                                                                                                                                                                     |                                |                 |                        |                       |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|------------------------|-----------------------|------------------|
| Document description                                                                                                                                                                                                                                                                                             | Reference to bidder's document | Required Weight | Criteria (Go / No Go ) | Bid Section Reference | BEC Verification |
| <b>Has the bidder submitted the following to determine <u>CAPABILITY</u></b>                                                                                                                                                                                                                                     |                                |                 |                        |                       |                  |
| <b>a) Company Experience</b> <ul style="list-style-type: none"> <li>The company has a minimum of three years of experience in media monitoring.</li> </ul>                                                                                                                                                       |                                | GO              | GO/ NO GO              | Page 19 of 50         |                  |
| <b>b) Contactable References</b> <ul style="list-style-type: none"> <li>The company has provided three contactable reference letters where media monitoring services have been rendered and no performance issues are noted on the reference letter.</li> </ul>                                                  |                                | GO              | GO/ NO GO              | Page 20 of 50         |                  |
| <b>Has the bidder submitted the following to determine <u>CAPACITY</u></b>                                                                                                                                                                                                                                       |                                |                 |                        |                       |                  |
| <b>c) CV of Account Manager</b> <ul style="list-style-type: none"> <li>CV of dedicated Account Manager with a minimum of two years experience in media monitoring and relevant qualification in Communications, Research or Media related field.</li> </ul>                                                      |                                | GO              | GO/ NO GO              | Page 6 of 50          |                  |
| <b>d) Professional Profiles</b> <ul style="list-style-type: none"> <li>Professional profiles of the three Account Management team members (Inclusive of Account Manager) with relevant experience in media monitoring and relevant qualifications in Communications, Research or Media related field.</li> </ul> |                                | GO              | GO/ NO GO              | Page 6 of 50          |                  |
| <b>e) Broadcast Media</b> <ul style="list-style-type: none"> <li>A demonstration of capability (Infrastructure) to monitor South African broadcast stations /channels at National and Regional levels.</li> </ul>                                                                                                |                                | GO              | GO/ NO GO              | Page 12 of 50         |                  |
| <b>f) Print Media</b> <ul style="list-style-type: none"> <li>A complete list of print publications tracked is provided (It should be clear on how many publications are national, regional, community, and provincial).</li> </ul>                                                                               |                                | GO              | GO/ NO GO              | Page 11 of 50         |                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |           |           |                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|-----------|-------------------|--|
| <b>g) New Media Platforms</b> <ul style="list-style-type: none"> <li>A demonstration of capability (Infrastructure) to monitor new media platforms (e.g websites, blogs, etc.).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>GO</b> | GO/ NO GO | Page 13 of 50     |  |
| <b>h) Social Media Platforms</b> <ul style="list-style-type: none"> <li>A demonstration of capability (Infrastructure) to monitor social media platforms including Twitter, Facebook, Instagram, LinkedIn and YouTube.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | <b>GO</b> | GO/ NO GO | Page 14 of 50     |  |
| <b>i) Proposal</b> <ul style="list-style-type: none"> <li>A proposal that demonstrates an understanding of the scope of work, including proposed methodology &amp; approach (the NRF reserves the right to request a demonstration of the client's existing platform as part of the evaluation process to validate information provided)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <b>GO</b> | GO/ NO GO | Page 4 of 50      |  |
| <b>j) Media Monitoring Services:</b> <ul style="list-style-type: none"> <li>A detailed plan of conducting the required media monitoring services as per the outlined bid requirements (Sections 1 – 6) including : <ul style="list-style-type: none"> <li>✓ Online dashboard or platforms/systems to be used and how they work in tracking the news. Online Dashboard sample must have but not limited to the following <ul style="list-style-type: none"> <li>- Time and date of the publication</li> <li>- Name of the publisher and author</li> <li>- Potential reach number</li> <li>- Distribution figures</li> <li>- Location and language of the publication</li> <li>- The sentiment of the article or bulletin</li> </ul> </li> <li>✓ News alerts delivery methods</li> <li>✓ Flexibility (Ability to change or update e.g. change keywords, alerts, and the structure of reports as and when required)</li> <li>✓ Ability to do back search or access archived materials</li> <li>✓ Ability to monitor print, broadcast, online and social media (including community media) covering all South African official languages</li> </ul> </li> </ul> |  | <b>GO</b> | GO/ NO GO | Page 4 - 19 of 50 |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                               |           |                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------|-----------|------------------|--|
| <b>k) Media analysis:</b> <ul style="list-style-type: none"> <li>• A clear outline of what and how the analysis will be conducted</li> <li>• Platforms/systems to be used and how they work in analysing data/information</li> <li>• Reports and reporting methodology</li> <li>• Monthly and quarterly coverage analysis (including for social media)</li> <li>• Flexibility (Ability to change or update e.g. change keywords, spokespeople, alerts, and the structure of reports as and when required)</li> </ul> |  | <b>GO</b>                     | GO/ NO GO | Page 4 - 5 of 50 |  |
| <b>l) Dashboard</b> <ul style="list-style-type: none"> <li>• An example of an online dashboard that includes daily reports or alerts</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |  | <b>GO</b>                     | GO/ NO GO | Page 5 of 50     |  |
| <b>m) Reporting</b> <ul style="list-style-type: none"> <li>• An example of the report produced by the service provider based on qualitative and quantitative media data</li> </ul>                                                                                                                                                                                                                                                                                                                                   |  | <b>GO</b>                     | GO/ NO GO | Page 5 of 50     |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <b>GO in all<br/>criteria</b> | GO/ NO GO |                  |  |

**IMPORTANT NOTE: A bidder failing to comply with “Go” in all of the above criteria will be disqualified.**

|                                                     |                              |                          |
|-----------------------------------------------------|------------------------------|--------------------------|
| <b>BIDDER IS ABLE TO DELIVER THE SPECIFICATION?</b> | <b>YES - PASS TO PRICING</b> | <b>NO - DISQUALIFIED</b> |
|-----------------------------------------------------|------------------------------|--------------------------|

## PART B – PRICING

### PRICING REQUIREMENTS 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 BY THE BIDDER in the response and such adjustments are in accordance with the rules stated below:

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Applicability of quoted prices::</b> All quoted prices are applicable throughout the contract period unless price adjustments are specified.                                                                                                                                                                                                                                                                                                                                                                          |
| 2. | <b>Price Quotation Basis:</b> Unit prices are fully inclusive of all applicable taxes including VAT, 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, and pricing is subject to changes in the exchange rate, the exchange rate must be stated in arriving at ZAR together with the ratio of the price for the imported component relative to the total price. |
| 3. | <b>Value Added Tax:</b> Pricing will be adjusted for any variation in the Value Added Tax rate as gazetted.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4. | <b>Contract Price Management during the contract:</b> Where appropriate, written purchase orders will be issued 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.                                                                                                                                                                                                     |
| 5. | <b>Delivery Points are:</b> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6. | <b>Bid Pricing :</b> The NRF reserves the right to reject overpriced bids or under-priced bids                                                                                                                                                                                                                                                                                                                                                                                                                           |

### BID PRICE SCHEDULE (SBD 3.1)

**NOTE:** ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

| N<br>o | QTY       | DESCRIPTION                   | Unit Of<br>Measure | UNIT PRICE | TOTAL (INCLUDES VAT<br>of 15%) |
|--------|-----------|-------------------------------|--------------------|------------|--------------------------------|
| 1      | 45 Months | Quantitative Media Monitoring | Monthly            |            |                                |
| 2      | 45 Months | Media Alerts                  | Monthly            |            |                                |
| 3      | 45 Months | Media Reports                 | Monthly            |            |                                |
| 4      | 45 Months | Account Management            | Monthly            |            |                                |
| 5      | 45 Months | Media Monitoring Dashboard    | Monthly            |            |                                |

Bid Number:  
NRF/SAASTA  
MONC/58/20  
20-2021B

## PART C – BID PREPARATION AND SELECTION

### THE BID PREPARATION

#### Clarification

If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the inquiries section above.

#### 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 are accepted.

#### Two envelope system

The NRF, in the interests of transparent procurement, utilises the two-envelope system to minimise any form of price bias in the technical evaluation phase. All responses must be submitted in two sealed envelopes/boxes; the first envelop/box shall have the technical, compliance, and BBBEE response, and the second envelope/box shall only have the pricing response. Bidders must ensure that they do not indicate any pricing information in the first envelop/box, if they do, the NRF reserves the right to disqualify such bids.

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

- Envelope 1 part A: Bid Forms and Compliance Response
- Envelope 1 part B: Technical Response (response to the scope of work)
- Envelope 2: Pricing Information

#### Central Supplier Database registration

The NRF as an organ of state is legally, only allowed to procure goods/services from suppliers/service providers registered on the National Treasury's Central Supplier Database. Respondents to this bid must include their Master Registration Number (Supplier Number) to allow for SAASTA to conduct basic due diligence through the Central Supplier Database, this includes proof of registration and 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.

#### Fronting

The NRF supports the Government's broad-based black economic empowerment initiatives 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. SAASTA's evaluation committees will conduct or initiate inquiries to determine the accuracy of bidders' representations. Bidders must ensure that fronting does not exist. Should SAASTA suspect any form of fronting, the bidder is given 7 days from the date of notification to provide evidence that such fronting does not exist. SAASTA, upon confirmation of fronting, will invalidate the bid or any contracts entered into with the bidder, apply for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies SAASTA may have against such a bidder.

#### 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 bidders 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;

"B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

"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) which has been signed by the awarded bidder and the National Research Foundations;

"EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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

"Proof of B-BBEE status level of contributor" means:

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act.

"QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

"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 interchangeably with its business units managing the contract being SAASTA.

## 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

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

#### Meeting technical specifications

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

#### Due Diligence

SAASTA will conduct due diligence on a bidder by contacting the references submitted to verify the bidder’s capability to provide the goods/services required and may conduct interviews with bidders to clarify their bid submission.

### **Stage 2 – Pricing Evaluation**

SAASTA’s evaluation committee will assess compliant bidders from the technical evaluation stage on their pricing and BBBEE accreditation. The committee will compare each bidder’s pricing quote on a fair comparison basis taking into account all aspects of the bid’s pricing requirements. The qualifying bids will be ranked on points scored relative to both Price and B-BBEE rating in accordance with the PPPFA and as indicated on SBD 6.1.

### **Stage 3 – Award and Contract Signing**

The bid will be awarded (post-approval by the NRF’s Delegated Authority to the bidder with the highest combined score for Price and BBBEE rating unless there are other objective criteria, specified in the bid documents that need to be considered in addition to the combined score. The award is 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**

SAASTA reserves the right to cancel this bid invitation prior to making an award where

- a) Due to changed circumstances, there is no longer a need for this procurement, or
- b) No bids meet the required specifications, or a material irregularity occurred in the bid process, or
- c) Where the price is too low/high in comparison to the market price range determined by SAASTA or the budget allocated by SAASTA to this procurement.

## PART D - RETURNS

| INVITATION TO BID (SBD 1)                                                                               |                                  |
|---------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Bid number</b>                                                                                       | NRF/SAASTA MONC/58/2020-2021B    |
| <b>Closing date and time</b>                                                                            | 27 August 2021 @ 11h00 AM        |
| The NRF recognises the date and time as recorded on its systems for closure purposes.                   |                                  |
| SUMMARY OF BID REQUIREMENTS                                                                             |                                  |
|                                                                                                         |                                  |
| <b>Number of original bid documents for contract signing</b>                                            | 2                                |
| <b>Number of evaluation copies (Mark pages as "Evaluation Copy" and number all pages sequentially):</b> | PDF document on a flash drive    |
| <b>Price validity period from date of closure</b>                                                       | One hundred and fifty (150) days |

| SUPPLIER INFORMATION    |               |
|-------------------------|---------------|
| <b>Name Of Bidder</b>   |               |
|                         |               |
| <b>Postal Address</b>   |               |
|                         |               |
| <b>Street Address</b>   |               |
|                         |               |
| <b>Telephone Number</b> |               |
| <b>Code</b>             | <b>Number</b> |
|                         |               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|--|----------------------------------------------------------|-------------------------------------------|--|--|--|--|----------------------------------------------------------|------------------------------------------------------------|--|--|--|--|----------------------------------------------------------|-------------------------------------------------------|--|--|--|--|----------------------------------------------------------|-----------------------------------------------------------|--|--|--|--|----------------------------------------------------------|
| <b>Contact Person</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                         |                                                                                          |  | <b>Surname</b>                                                                                                                        |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Cell Phone Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Code</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                         |                                                                                          |  | <b>Number</b>                                                                                                                         |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Facsimile Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Code</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                         |                                                                                          |  | <b>Number</b>                                                                                                                         |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>E-Mail Address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>VAT Registration Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Tax Compliance Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                         | <b>Tax Compliance System PIN</b>                                                         |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  | <b>OR</b>                                                                                                                             |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  | <b>Central Supplier Database No.</b>                                                                                                  |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  | <b>MAAA</b>                                                                                                                           |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>B-BBEE Status Level Verification Certificate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                         | <b>Tick Applicable Box.</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  | <b>B-BBEE Status Level Sworn Affidavit</b><br><b>Tick Applicable Box.</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>Are you the accredited representative in South Africa for the goods/services/works offered?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes<br>enclose<br>proof] |  | <b>Are you a foreign-based supplier for the goods/services/works offered?</b>                                                         |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes, answer the<br>questionnaire below]                               |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <table border="1"> <tr> <td colspan="5">Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="5">Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="5">Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="5">Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="5">Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          | Is the entity a resident of the Republic of South Africa (RSA)? |                                                                                                                         |   |                                                                                                   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have a branch in the RSA? |  |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have a permanent establishment in the RSA? |  |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the entity have any source of income in the RSA? |  |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is the entity liable in the RSA for any form of taxation? |  |  |  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the entity a resident of the Republic of South Africa (RSA)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                                                                                          |  |                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| Does the entity have a branch in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                         |                                                                                          |  |                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| Does the entity have a permanent establishment in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                         |                                                                                          |  |                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| Does the entity have any source of income in the RSA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                          |  |                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| Is the entity liable in the RSA for any form of taxation?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                         |                                                                                          |  |                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| If the answer is “No” to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <b>BID SUBMISSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          |                                                                 |                                                                                                                         |   |                                                                                                   |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| <table border="1"> <tr> <td>1</td> <td>Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.</td> </tr> <tr> <td>2</td> <td>All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                         |                                                                                          |  |                                                                                                                                       |                                                          | 1                                                               | Bids must be delivered by the stipulated time to the correct address. Late bids 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 |  |                                                          |                                           |  |  |  |  |                                                          |                                                            |  |  |  |  |                                                          |                                                       |  |  |  |  |                                                          |                                                           |  |  |  |  |                                                          |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Bids must be delivered by the stipulated time to the correct address. Late bids 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. | Bidders 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 the 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 <a href="http://www.sars.gov.za">www.sars.gov.za</a> . |
| 4. | Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .                                                                                                                                                        |
| 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.                                                                                                                    |

### **SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT**

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; National Assembly or the National Council of Provinces; or National Parliament), 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:

- a. The Bidder is employed by the State; and/or
- b. 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                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                                                                                                                                                                                                            |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Name of person/ director/ trustee/ shareholder/member:                                                                                                                                                                                     |                                                          |
| Name of State institution at which you or the person connected to the Bidder is employed                                                                                                                                                   |                                                          |
| The 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?                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> 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 including any business units of the National Research Foundation in the previous twelve months? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input type="checkbox"/> Yes <input type="checkbox"/> 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?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, furnish particulars as an attached schedule                                                                                                                                                              |                                                          |

## SBD 6.1 - PREFERENCE POINTS CLAIMED

**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 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)

The maximum points for this bid are allocated as follows:

|                                                          | POINTS     |
|----------------------------------------------------------|------------|
| <b>PRICE</b>                                             | <b>80</b>  |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>               | <b>20</b>  |
| <b>TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED</b> | <b>100</b> |

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

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

### 1.4. 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:

|                |                                                               |    |                |                                                               |
|----------------|---------------------------------------------------------------|----|----------------|---------------------------------------------------------------|
| <b>80/20 :</b> | $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ | OR | <b>90/10 :</b> | $P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ |
|----------------|---------------------------------------------------------------|----|----------------|---------------------------------------------------------------|

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

## 2. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

## 3. BID DECLARATION

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

### **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1 AND 2**

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

(Points claimed in respect of paragraph 3 must be in accordance with the table reflected in paragraph 2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

### **SUB-CONTRACTING**

Will any portion of the contract be sub-contracted?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

If yes, indicate:

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

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

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

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

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

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:           | <b>EME</b><br>√ | <b>QSE</b><br>√ |
| <b>Black people</b>                                                      |                 |                 |
| <b>Black people who are youth</b>                                        |                 |                 |
| <b>Black people who are women</b>                                        |                 |                 |
| <b>Black people with disabilities</b>                                    |                 |                 |
| <b>Black people living in rural or underdeveloped areas or townships</b> |                 |                 |
| <b>Cooperative owned by black people</b>                                 |                 |                 |
| <b>Black people who are military veterans</b>                            |                 |                 |
| <b>OR</b>                                                                |                 |                 |
| <b>Any EME</b>                                                           |                 |                 |
| <b>Any QSE</b>                                                           |                 |                 |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: .....

VAT registration number: .....

Company registration number:.....

#### TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

#### DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

#### COMPANY CLASSIFICATION

- Manufacturer ☐
- Supplier ☐
- Professional service provider ☐

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

[TICK APPLICABLE BOX]

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

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 and 3 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
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 –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and
  - (e) Forward the matter for criminal prosecution.

## 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?<br>If Yes, furnish particulars as an attached schedule: | <input type="checkbox"/> Yes<br><input type="checkbox"/> 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:       | <input type="checkbox"/> Yes<br><input type="checkbox"/> 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:         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Was any contract between the Bidder and any NRF terminated during the past five years                                                                                                                                                           | <input type="checkbox"/> Yes                                |

|                                                                                                                                                                                                                                                                 |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:                                                                                                                                              | <input type="checkbox"/> No |
| The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. |                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:                                                                                                                                                                                                                                                                                                                                                                         |
| I have read and I understand the contents of this Certificate;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who: <ul style="list-style-type: none"> <li>a. Has been requested to submit a Bid in response to this Bid invitation;</li> <li>b. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and</li> <li>c. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder</li> </ul> |
| 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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.                                                                                                                                                                        |
| In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ul style="list-style-type: none"> <li>a. Prices;</li> <li>b. Geographical area where product or service will be rendered (market allocation);</li> <li>c. Methods, factors or formulas used to calculate prices;</li> <li>d. The intention or decision to submit or not to submit, a Bid;</li> <li>e. The submission of a Bid which does not meet the specifications and conditions of the Bid; or</li> </ul>                              |

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

## **ANNEXURES – ATTACHED AT END OF DOCUMENT**

### **BIDDER ANNEXURES**

## **BID SIGNATURE (SBD 1)**

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

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

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

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.       |
| Name and Surname:                                                                                      |
| Signature of bidder:                                                                                   |
| Capacity under which this bid is signed (Proof of authority must be submitted e.g. company resolution) |

## ANNEXURE I - ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS

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

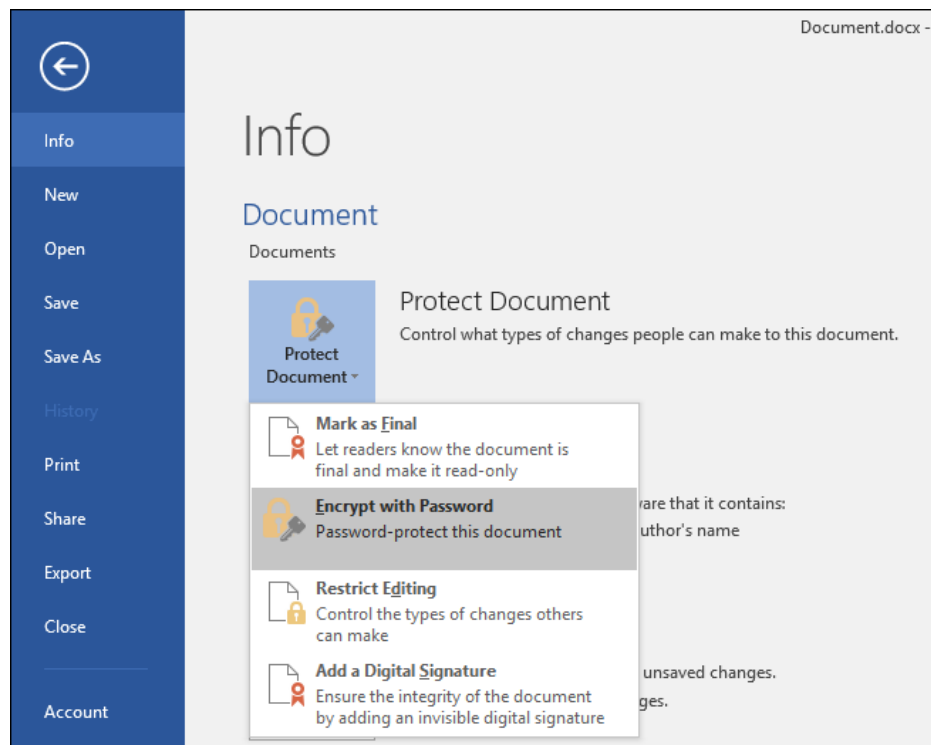
### 1. PRESCRIPTS

- All files must be submitted in ISO PDF format and PDF/XPS (general PDF format) unless otherwise stated. Other variants are not acceptable, these variants include PDF/A, PDF/E (unless stated), PDF/X, PDF/UA, PDF/X, PDF/UT, PAdES, and PDF Health.
- Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- All bidders document must be submitted to via **File Send** (<http://filesend.nrf.ac.za>) to the email address specified on the NRF bid document (**email-1**) and the password for the passwords for File Send and the protected pricing file must be submitted to a separate email (**email-1**) specified in the bid document.
- Timeline for submitting password to NRF:
  - The passwords email -2 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 the bidder's email must quote verbatim the bid name as provided in the NRF bid document.

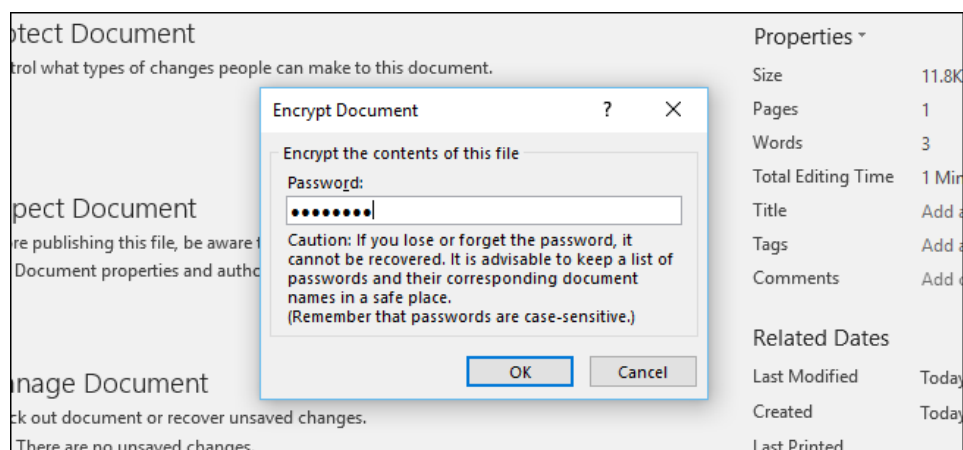
### 2. GUIDELINES

#### Password protecting files

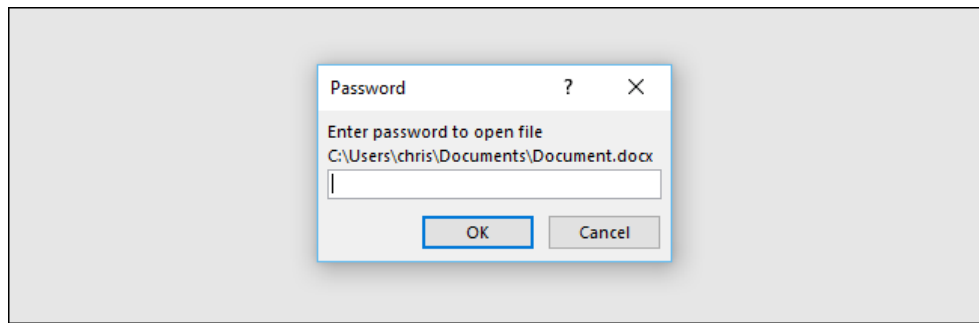
- To password protect an Office document, first open it in Word, Excel, PowerPoint, or Access. Click the "File" menu at the top-left corner of the screen. On the Info pane, click the "Protect Document" button and select "Encrypt with Password."
- The button is only named "Protect Document" in Microsoft 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.



- 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.

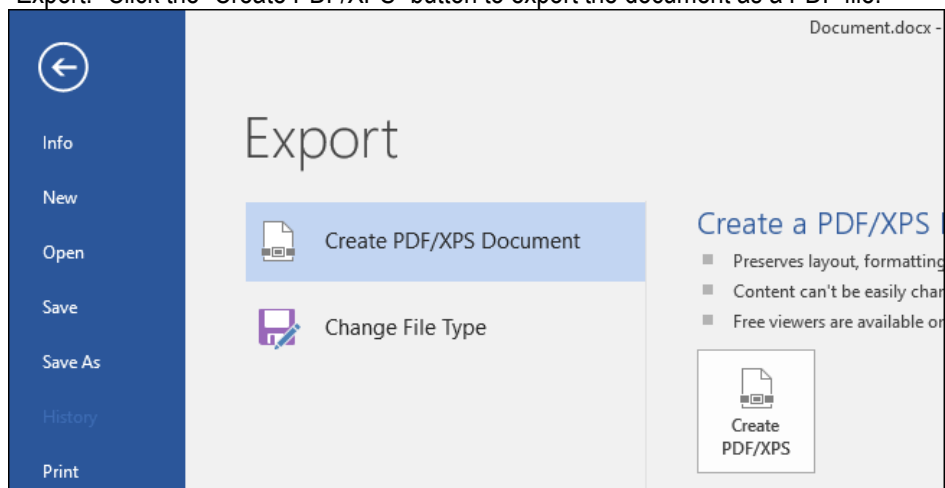


- When a document is encrypted, you'll see the "A password is required to open this document" message on the Info screen.
- The next time you open the document, you'll see an "Enter password to open file" box. If you don't enter the correct password, you won't be able to view the document at all.

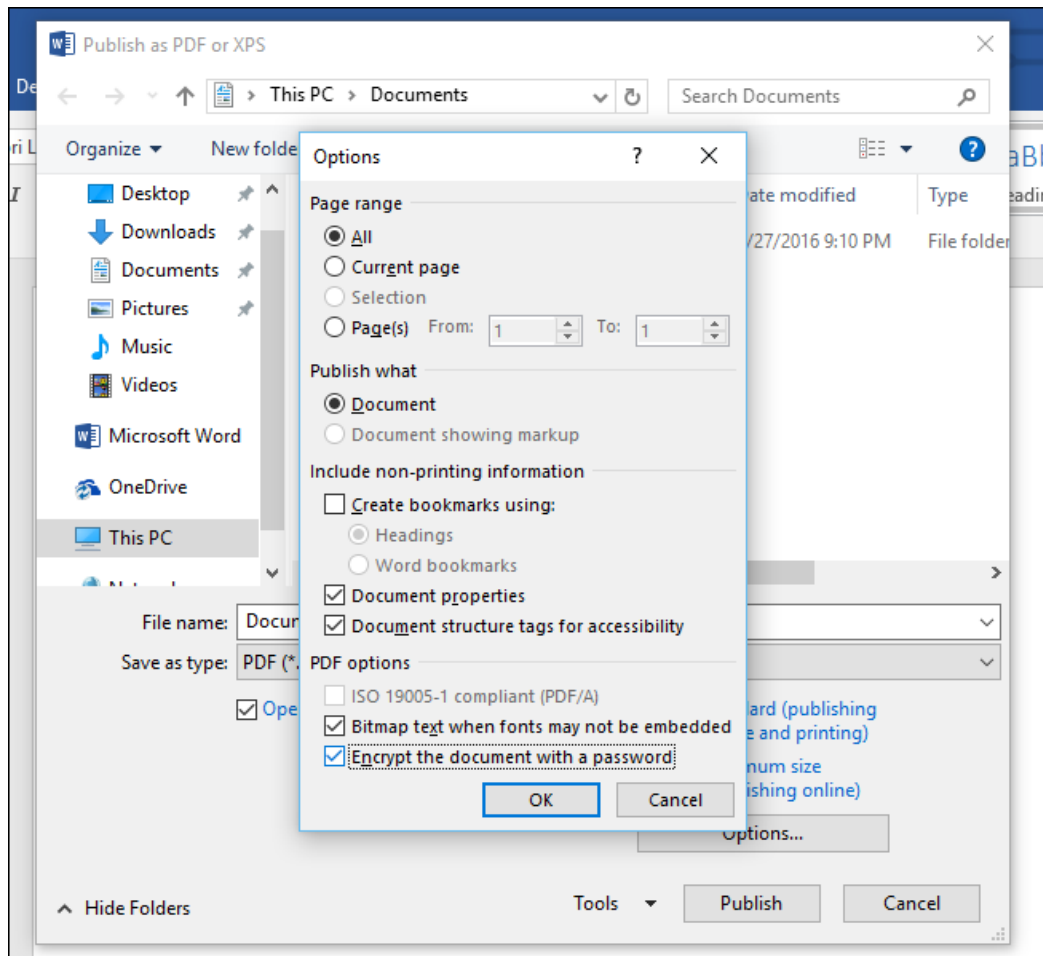


## How to Create a Password Protected PDF File

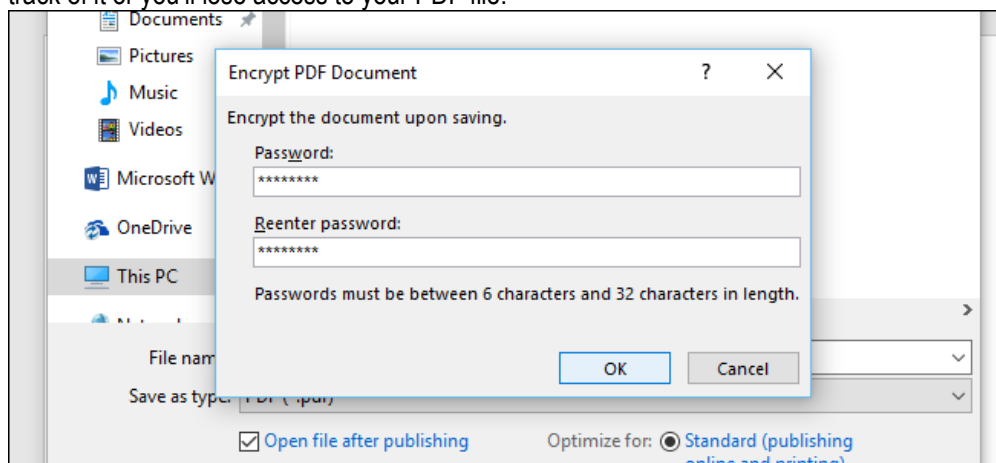
- You can also export an Office document to a PDF file and password protect that PDF file. The PDF document will be encrypted with the password you provide. This works in Microsoft Word but not Excel, for some reason.
- To do this, open the document in Microsoft Word, click the “File” menu button, and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



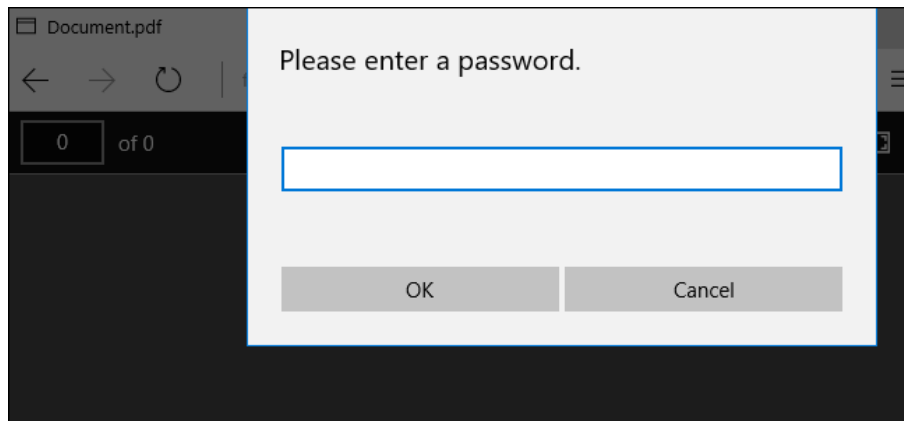
- Click the “Options” button at the bottom of the save dialog window that appears. At the bottom of the options window, enable the “Encrypt the document with a password” option and click “OK.”



- 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.



### Keeping passwords safe.

We recommend that you store the passwords 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.

### How to submit your bid via File Send

1. Follow this link to upload your documents: <http://filesend.nrf.ac.za>
2. The link will take you to the File Send Page.
3. On the left hand pane of the screen you have **Upload Your Files**.
4. Select a file to upload by clicking on Choose File.
5. The files queue up as you upload them.
6. Under 'Upload As': insert bid title.
7. Under 'Expire in': select 1 year.
8. Under 'Set Password': create a password (write it down so you do not forget).
9. On the left hand side of the pane, you have **Email Options**.
10. Under 'Your Email': insert your email address
11. Under 'Sent To': insert email address as instructed in the bid document (the submission email).
12. Under 'Your Name': insert your **company name**
13. Ensure that you 'Check' 'Remember My Info' and 'Return Receipt'
14. Under 'Optional Message': type in the bid name.



### Upload Your Files

Select a File to Upload :

No file chosen

Upload Queue

Double click on a file to remove it from the queue

C:\fakepath\NRF SCM Guide 5\_20200625\_Final First Edi

Upload As :

Supply and delive

Expire in:

1 Year

Set Password :

...

### E-mail Options

Your E-mail :

Supplier email address

Your Name :

Space View Holdings

Send To :

Nrf email from bid doc

☒ Remember My Info

☒ Return Receipt

Optional Message :

Supply and delivery of space suites to the  
SARAO Offices in Cape Town

 Process Upload

**Ensure you check remember my info and return receipts**

15. Click on Process Upload to send the document.

Once upload is complete, you will receive the below screen which is a confirmation that your bid has been submitted.



### ✓ Upload Completed!

The file **Bid Name.zip ( 28184Kb)** has been created with your file(s) and is now ready for download.  
This download will be stored in the server until 2021/08/13 15:15:31.  
The file has been also password protected in order to be downloaded and unzipped.

### 📎 Download Link :

<https://filesend.nrf.ac.za/?f=8492&fid=e446ec61>  
Use this link to share the download to this file.

### 🗑 Delete Link is :

<https://filesend.nrf.ac.za/del.aspx?f=8492&did=e280da63>  
Use this link to remove the file from our servers before the expiration date.

The download link has been forwarded by e-mail to [lwazi.qangule@nrf.ac.za](mailto:lwazi.qangule@nrf.ac.za)

You will receive an e-mail notification at [qnglwa001@myuct.ac.za](mailto:qnglwa001@myuct.ac.za) each time the file gets downloaded.

16. Simultaneously once your bid is submitted, **The Bidder Receives** the below communication:

Your file was sent to [lwazi.qangule@nrf.ac.za](mailto:lwazi.qangule@nrf.ac.za)

Please keep the following link for your records in case your recipient misplaces it.  
This link will expire on 2021/08/13 15:15:31.

Link: <https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffilesend.nrf.ac.za%2F%3Ff%3D8492%26fid%3De446ec61&data=02%7C01%7C1wazi.qangule%40alumni.uct.ac.za%7C197be4462f944e08448b08d83f8b4b41%7C92454335564e4ccfb0b024445b8c03f7%7C0%7C0%7C637329214804104730&sd=y8rv55j02bb50v3Tpr44vb00N4FgkJ1Dj2lal6Xm6Jg%3D&reserved=0>

You can optionally delete the file from our server by following this link :

Delete Link : <https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffilesend.nrf.ac.za%2Fdel.aspx%3Ff%3D8492%26did%3De280da63&data=02%7C01%7C1wazi.qangule%40alumni.uct.ac.za%7C197be4462f944e08448b08d83f8b4b41%7C92454335564e4ccfb0b024445b8c03f7%7C0%7C0%7C637329214804104730&sd=sPOI%2FJFunz3zNiYl3FYvlzrH3q2jh1m4GhFCluZ4nto%3D&reserved=0>

17. Once your bid is submitted, **The NRF Receives** the below communication:

Hello from RISA File Sharing Centre

=====

Message from Supplier Name

Dear Sir/Madam

Please find herewith Bid Submission for "Bid Name" submitted by "Supplier Name".

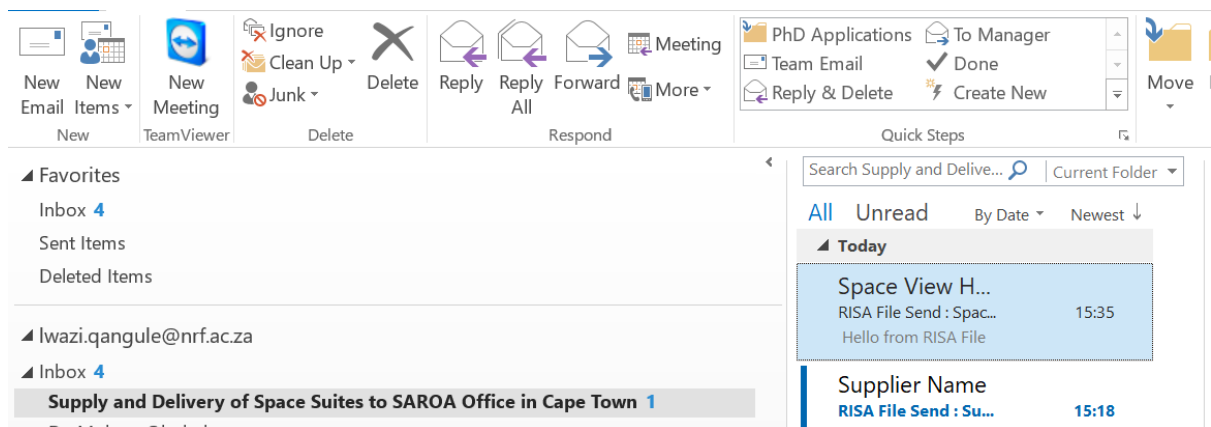
=====

You have a file to download from Supplier Name ([qnglwa001@myuct.ac.za](mailto:qnglwa001@myuct.ac.za)) waiting for download.

You can click on the following link to retrieve your file. The link will expire on 2021/08/13 15:15:31

Link: <https://filesend.nrf.ac.za/?f=8492&fid=e446ec61>

18. The email can be opened to check the respective tender folder it belongs to. Opening the email does not allow the NRF to see the supplier submission. The NRF moves the email to the appropriate and secure location until the bid closes.



19. Once the bid has closed, the **Bidder must send two different passwords to the elected email address as instructed in the bid document**, with heading "Supplier Name" Passwords(see example below).

2 x Passwords sent to the elected email address:

Password 1 - File Send password,

Password 2 - Pricing pdf password.



Thu 2020/08/13 16:01

Lwazi Qangule <lwazi.qangule@alumni.uct.ac.za>

**Space View Holdings Passwords**

To ☐ Lwazi Qangule

Dear Sir/Madam

Please find herewith bid passwords:

1. File Send Password: Alpha Centauri
2. Pricing Pdf Password: Makemake

20. Once passwords are received from Bidder via the elected email, the NRF can go download the files by clicking on the link received from Bidder submission on the bid submission email and the link will redirect to the download page.
21. The page will prompt for a password.
22. The NRF will insert the password received from the elected email address that was designated to receive passwords.
23. The files will download.



### Password Protected Download

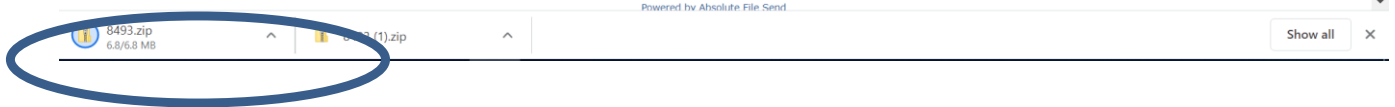
Please provide the corresponding password to proceed to retrieve the file

Password :

**Submit**

[\[ Cancel \]](#)

24. Once the password is inserted and submitted, the Zipped folder downloads on the windows tab.

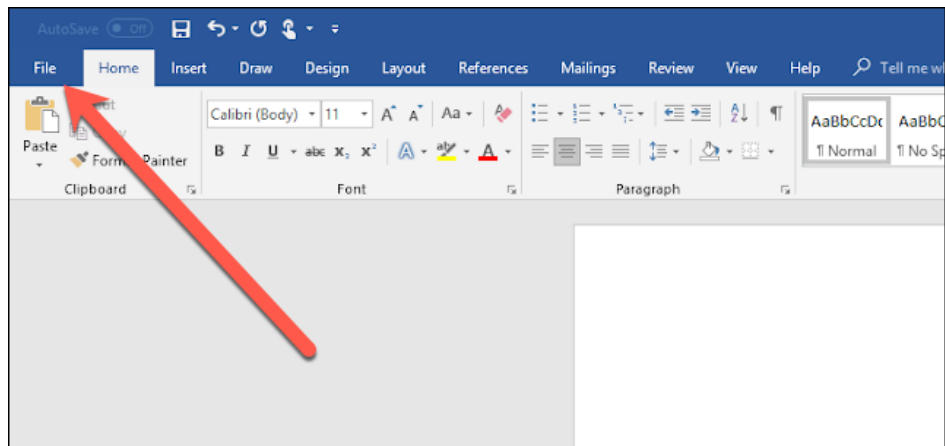


Hello from RISA File Sharing Centre

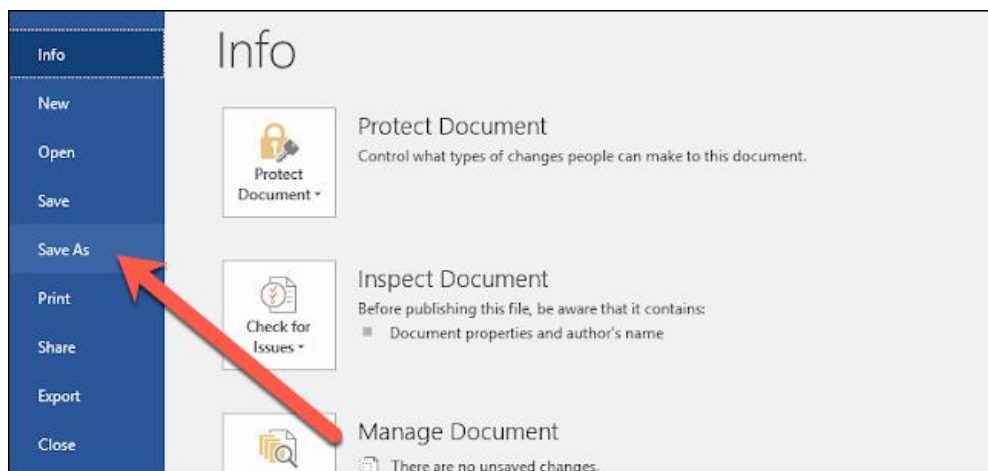
If you no longer wish to receive these notifications, please follow this link :

26. The files will then be copied/saved to the appropriate folder (can be a central folder where all Bid Evaluation Committee members have access).
27. The Pricing files will not be opened until the elected person or email shares the password with all members of the Evaluation Committee at the appropriate time which may be post the Technical Evaluation process is concluded (as per the evaluation stages shared on the bid document).

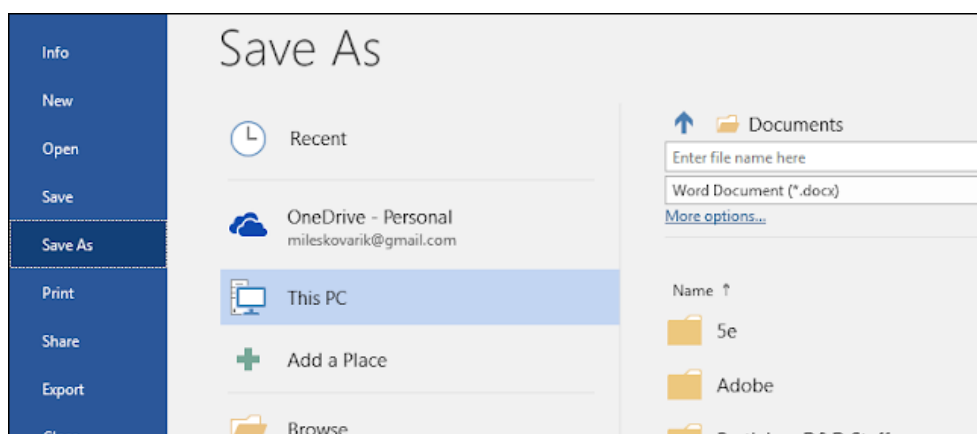
- If you have the desktop version of Microsoft Word, the easiest way to convert your document to PDF is right in Word itself.
- Open the document you want to convert, and then click the “File” tab.



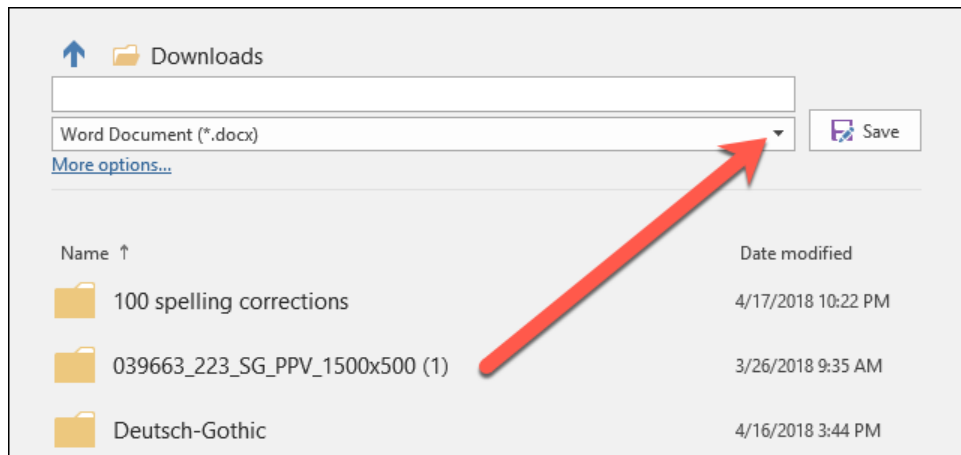
- On the backstage screen, select “Save As” from the list on the left.



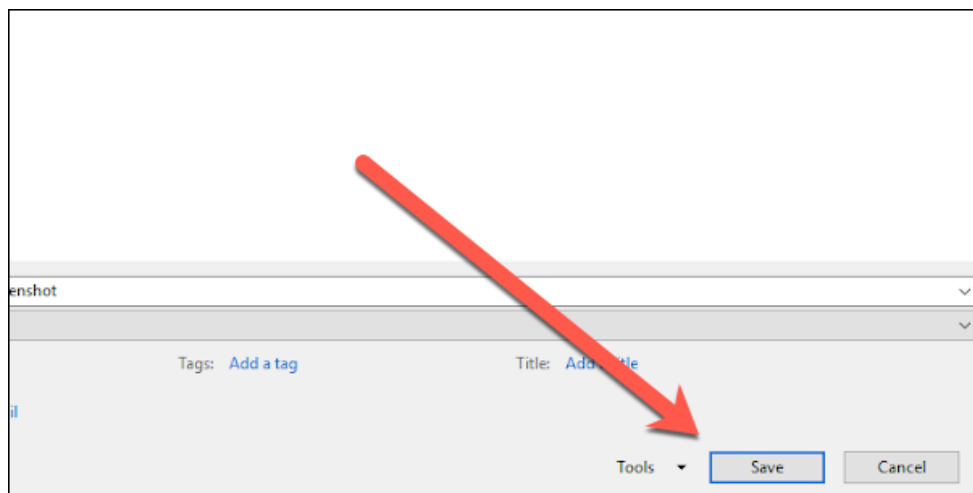
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



- 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.