



ATTENTION – FRAUD ALERT!!!!!!!

It is common for scammers to call potential bidders pretending to be NRF’s employees and offering to swing tenders your way for a fee. **DO NOT FALL FOR IT, IT IS A SCAM!**

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

INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO MANUFACTURE AND SUPPLY SPECIALISED MARINE ENGINEERING GOODS AND SERVICES FOR A FIVE YEAR PERIOD.

Works Location:	SAIAB, Makhanda (Grahamstown) and SAEON, Gqeberha (Port Elizabeth)
Bidder Name:	
Bid Number:	NRF/SAIAB/38/2024/25
Closing Date: Closing Time:	Wednesday, 25 September 2024 11.00 AM
Compulsory Briefing and Inspection Sessions:	A compulsory briefing session will be held. Date: Thursday, 12 September 2024 at 11:00 Venue: NRF-SAEON, Block A, Room 18, NMU Ocean Science Campus, 4 Gomery Avenue, Summerstrand, Gqeberha (Port Elizabeth)
Bid Submission:	Electronic submissions must be sent to bids@saiab.nrf.ac.za Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response. The financial response must be password protected. Folders must be titled with the bidder’s company name and folder title. Attachments are limited to 25 MB per email. Bidders are to send an email to bids@saiab.nrf.ac.za post submission with the password to their financial envelope.

Direct enquiries in writing to:

Section	Supply Chain Management
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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 SAIAB AND SAEON

The South African Institute for Aquatic Biodiversity (SAIAB), based in Makhanda formerly known as Grahamstown, Eastern Cape, is a National Research Facility of the National Research Foundation, a public entity, established in terms of the National Research Foundation Act No. 23 of 1998. SAIAB is an internationally recognised centre for the study of aquatic biodiversity. SAIAB is a biological sciences Research Institute specialising in aquatic biodiversity, with a specific academic focus on fish (Ichthyology). In addition to foundational taxonomy and systematics, the Institute specialises in providing cutting-edge research infrastructure platforms for research in marine and freshwater environments, the curation and management of biological specimens and tissue samples, molecular biology and genomics and the supervision of postgraduate students.

The South African Environmental Observation Network (“SAEON”), a business unit within the NRF, is mandated to conduct Long Term Environmental Research to detect and understand the impacts of Global Change in South Africa. Six SAEON nodes are strategically situated across geographic regions representing the country’s major biomes. SAEON coordinates an array of multi-disciplinary observation platforms and research programs that are designed to monitor and understand Earth system dynamics and human induced changes to these over multiple scales. These initiatives are currently being advanced through the development of a coordinated instrument network that must contribute quality, long-term environmental data for research that will ultimately guide evidence-based policy and decision-making. SAEON is committed to scientific excellence.

PART A – THE CONTRACT

CONTEXT AND OBJECTIVE OF THIS PROCUREMENT CONTRACT

The NRF business units SAEON and SAIAB frequently require specialised engineering services for the manufacture and maintenance of scientific measurement instruments utilized for scientific purposes as well as the supporting ancillary infrastructure. These instruments are utilized under water at depths between 0.1 and 3500 m for extended periods of time in the marine environment hence high quality and excellent design are of critical importance.

Examples of such equipment are:

1. Shallow and deep-sea moorings for specialised scientific instruments:
 - a. Acoustic Doppler Current Profiler (ADCP) moorings,
 - b. Multiparameter sensors moorings
 - c. Temperature sensor moorings
2. Shallow and deep-sea benthic imaging systems. Such as:
 - a. Drop Cameras,
 - b. Diver operated camera systems
 - c. Towed cameras
3. Shallow and deep-sea stereo-video systems. Such as:
 - a. Baited and unbaited remote Underwater Stereo-Video systems (stereo-BRUVs)
 - b. Diver operated stereo-video systems
 - c. Pelagic and drifting stereo-camera systems
 - d. Stereo-video systems for remotely operated vehicles (ROVs)
 - e. Stereo-video calibration hardware and software
4. Sample and specimen collecting equipment. Such as:
 - a. Fish and invertebrate traps,
 - b. Light traps
 - c. Sediment grabs
 - d. Plankton nets

PRE-REQUISITES FOR QUALITY AND COMPATIBILITY WITH THE NRFs EXISTING MARINE SPECIALISED ENGINEERED INFRASTRUCTURE AND SOFTWARE

- The procurements on this contract will complement existing infrastructure and software rather than replace it. The NRF has invested considerable funds into the development of marine research infrastructure over the last 10 years and where relevant all new engineering project will need to be compatible with existing systems and produce equivalent data. These systems are described under the Detailed Specifications and Technical Compliance listed under the contract scope (page 7).
- With these instruments being used for scientific purposes it follows that a high degree of precision is required in their setup and deployment, inter alia, housing depth ratings, camera specifications, camera mounting precision, inner net diameters, flow meter positioning.
- Many of the equipment types require procurement of specialised electronic systems or components and the appointed engineer will need to procure these from third-parties and these will need to be compatible with current systems.
- High quality materials and construction is paramount for all equipment as these instruments are deployed in harsh environments -such as the ocean floor- for long periods of time and are therefore susceptible to corrosion and wear. This will include both metals and engineering plastics.
- The appointed engineer must have in-house capability to efficiently perform routine and unforeseen maintenance on existing infrastructure and new infrastructure is essential to maintain equipment reliability.

CONTRACT PERIOD

The contract will be valid for a period of five (5) years from the date of signing of the contract with an option to extend for a further 3 years at the discretion of NRF-SAIAB.

Commencement will be the date of final signature on the SBD 7.1 Contract Form and site handover.

CONTRACT SCOPE

THE REQUIRED ENGINEERING SERVICES ARE STRUCTURED ON:

1. INITIAL ENGINEERING SERVICES,

The initial engineering services are procurements that will be commissioned upon signing of the contract and issuing of purchase orders by the NRF to the contracted service provider. These procurements are listed in the table below. All procurements will be once off, unless otherwise specified in the purchase order.

Prior to receiving a purchase order, the NRF will consult with the service provider to finalise the requirements for the order in terms of design, specifications, quantities and review and acceptance conditions.

and

2. FUTURE ENGINEERING SERVICES REQUIRED DURING THE DURATION OF THIS CONTRACT.

The future engineering services include both foreseen and new work. The nature of the new work cannot be determined up front. The nature of foreseen work is that these are planned as part of the NRF's operational planning and only issued once the funding is provided through the National Treasury's medium term expenditure framework system. All work is only issued to the selected bidder once funding has been confirmed for the projects. The specifications of the engineering requirements are not restricted to the items included in the initial purchase.

To evaluate the bidders' ability to meet the NRFs future engineering needs, the bidder is required to quote on servicing and refurbishment requirements and to submit a portfolio of evidence providing detailed descriptions and photographs of examples of work conducted within this sphere of engineering and specific examples of work that meets the specification criteria.

The service provider will be required to work with the NRF staff to develop, optimise and advance research equipment and design ideas. This work will require engagement meetings, development of prototypes, testing and optimisation followed by production. The Parties agree that intellectual Property (IP) emanating from these projects shall comply with the NRF IP Policy. In this context an IP register shall be established to capture all background and foreground intellectual property emanating from the project(s) and all foreground Intellectual Property shall be assigned to the NRF. In exercising the foreground IP the NRF shall be granted with a universal, royalty free license. The Parties shall complete separate benefit sharing agreements for each project that will be informed by the contribution of the Parties and shall adhere to the principle of fairness and best practise.

A minimum 1-year warranty for all items manufactured by the service Provider and valued at > R 10 000. Warranty to cover repairs, modifications and/or replacement of items where the cause of the equipment failure was due to flaws in the design, build and/or material used in the construction.

INITIAL PURCHASES: DETAILED SPECIFICATIONS

NO	QTY	DESCRIPTION
<p>1: SAIAB – Deep-sea (≥ 2000 m) landers with stereo-videos system (3 complete systems)</p> <p>Where applicable, the lander and stereo-camera setup must be compatible with existing electronic systems in use by SAIAB. SAIAB will provide the engineer with syntactic foam, acoustic release, LED tracking beacon, Iridium tracking beacon and physico-chemical sensors that need to be integrated into the lander.</p> <p>SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The engineer will need to construct and assemble the landers as detailed in the specification below:</p>		
1.1	3	<p>Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) lander frame consisting of two main modules, 4 legs and a bait arm with canister. Specifications:</p> <ul style="list-style-type: none"> • Stereo-camera module with a rigid basebar and protective cage for stereo-camera system with cameras separated by 70 cm. Must include secure attachment brackets for stereo-cameras. Must include attachment points for 4 legs that hold the module 50cm off the seafloor. Must include attachment point for Polyvinyl chloride (PVC) bait arm in between the stereo-cameras. Must include an attachment mechanism for disposable ballast system. • Lander module that attaches to the stereo-camera module and holds the syntactic foam, acoustic release, LED tracking beacon, Iridium tracking beacon, lighting and physico-chemical sensors. Must include a lifting point to pick up the fully assembled system. • 4 x legs designed to increase the lander footprint and hold the stereo-cameras 50cm off the seafloor. • 1.5m PVC bait arm that attaches to the stereo-camera module and has a bait canister on the other end. The bait canister must be designed to hold 1.5L of bait. The bait canister must be perforated by multiple 10mm holes with a minimum separation distance of 15mm.
1.2	6	<p>Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) waterproof housings rated to ≥ 2 000 m depth for GoPro hero 11 Black Mini (or equivalent camera, as per parameters listed in line-item 1.3)</p> <p>Housing specifications:</p> <ul style="list-style-type: none"> • Depth rating ≥ 2 000 m, certification must be provided. • Internal dimensions sufficient to securely mount camera with additional space for a 20 000 mAh power bank. • Camera needs to be mounted to the lens of the housing in a manner that eliminates ANY movement (i.e. rotation, twisting or vibration) of the camera while mounted, and allows the battery and SD cards to be removed and replaced while not changing the mounting position of the camera. The view from the camera lens must not be obstructed by the housing. • Must include a tray for securely holding battery packs. • Housing lens must be flat polycarbonate material (≥ 2000m depth rating) • Housing to be anodised
1.3	8	GoPro Hero 11 Black mini video cameras (or equivalent) to go inside camera housings. Equivalent

NO	QTY	DESCRIPTION
		cameras to the GoPro Hero 11 Black mini can be proposed but they must match or improve on the performance and reliability; including factors such as image quality, video quality, record duration, sensor size, camera size, build quality, settings options, programming options, connectivity options, power options, battery life, spares and accessories and company reliability.
1.4	16	GoPro Hero 11 Black mini batteries. If an alternative camera is proposed, then the batteries must be specific to the make and model of proposed camera.
1.5	4	GoPro Hero 11 Black mini dual battery chargers. If an alternative camera is proposed, then the batteries chargers must be specific to the make and model of battery used in the proposed camera.
1.6	16	20 000 mAh power bank: Maximum dimensions: 12.5 x 3.0 x 7.5 cm; 500 g; Battery Type: Lithium Polymer; Battery Capacity: 20 000mAh/(74Wh); Input: 5V 2.1A (Lightning/Micro USB/Type-C); Output: 5V @ 2.1A 5V. e.g. Romoss Simple 20 20000mAh Dual Output Power Bank, or equivalent from a different OEM.
1.7	2	USB Charging Station for power banks: ≥ 8 USB ports; ≥ 65W total power; overcharging, overheating, short circuit protection; Input: 110V to 240V input for use around the world.
1.8	16	256 GB Micro SD cards. SanDisk 256GB Extreme PRO 200MB/s UHS-I microSDXC Memory Card, or equivalent.
1.9	12	Micro-SD to USB 3 card readers. SanDisk MobileMate USB 3.0 Card Reader, or equivalent.
1.10	2	5 to 7 port USB hubs for reading micro SD cards. Orico 7 Port USB 3.0 Aluminium Hub Black H7013-U3-AD-EU-BK-BP, or equivalent.
1.11	6	Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) waterproof housings rated to 3500m depth for LED lighting. Specifications: <ul style="list-style-type: none"> • Same housing specifications and dimensions as used for cameras but with appropriate attachment points for LED lighting panel. • SAIAB will provide the LED panels to the Service Provider for fitment.
1.12	3	Peli 1600 Waterproof Plastic Equipment case, or equivalent with dimension of 220 x 616 x 493mm (± 50mm)
1.13	3	Marine plywood storage and transport crates (1.2L x 1.1W x 1.2Ht) with pallet base.
1.14	9	Spare bait arms and canisters, as per original specifications (1.1).
1.15	6	Spare legs for the lander (see specifications in 1.1)
1.16	28	Cut, paint and fit syntactic foam blocks to lander module. SAIAB will provide the syntactic foam to the Service Provider for fitment.
<p>2: SAIAB – Refurbish existing aluminium housings and replace attachment brackets</p> <p>The housings will be on display during the compulsory briefing session.</p> <p>SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
2.1	18	Strip and clean

NO	QTY	DESCRIPTION
2.2	18	Re-anodise
2.3	18	Replace or refurbish worn or damaged o-rings, screw threads, screws and latches.
2.4	18	Replace 25mm polycarbonate lenses
2.5	18	Provide polyurethane protective lens caps for each housing
2.6	18	Reassemble
2.7	18	Pressure test to 1000m
2.8	18	Housing mounting brackets made from HDPE or Polypropolene that will securely attach the housing to the underwater systems and isolate the aluminium from the stainless steel components.
2.9	18	PVC socks/inserts to go inside housings and isolate aluminum from electronics
2.10	2	Machine old aluminum lens ports on housings to accommodate polycarbonate lenses.
<p>3: SAIAB – Refurbish stainless steel housings</p> <p>The housings will be on display during the compulsory briefing session.</p> <p>SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
3.1	30	Strip and clean
3.2	30	Replace worn or damaged lenses, o-rings, screws and latches
3.3	30	Reassemble
3.4	30	Pressure test to 350m
<p>4: SAIAB – ROV stereo-camera system</p> <p>Marine grade aluminium base-bar holding two marine grade aluminium housings for GoPro hero 11 Mini. Housings constructed of an aluminium tube body with 15l x8d cm internal volume with a polycarbonate lens. Depth rating = 1 100m</p> <p>SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
4.1	2	Rigid Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) basebar (e.g. 50x50x3mm square tubing) 50cm length with plates (e.g. 50x70x3mm) welded to the ends at 5° inward convergence angle to attach the housing brackets. Base bar must also include clamps for attachment to the Remotely operated vehicle (ROV).
4.2	4	Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) housings for GoPro hero 11 Mini. Housings constructed of an aluminium tube body with 15l x8d cm internal volume with a polycarbonate lens. Depth rating = 1 100m. Housing to be anodised
4.3	4	Brackets made from HDPE or Polypropolene to securely hold the housings and attach to the plates on the ends of the base bar.

NO	QTY	DESCRIPTION
4.4	4	Provide polyurethane protective lens caps for each housing
4.5	6	GoPro Hero 11 mini
4.6	12	GoPro Hero 11 mini batteries
4.7	3	GoPro Hero 11 mini battery chargers
4.8	6	5000 mAh Lithium Ion Power banks (output: 1.5A/5V) with USB 2 or 3 connections. Max size: 90 x 50 x 50 mm
4.10	10	90 Degree Right Angle USB TO USB-C 2.0 Fast Data Sync Charging Cables. Max length: 30 cm
4.11	2	USB 5-7 Port charging hubs
4.12	6	256 GB Micro SD cards. SanDisk 256GB Extreme PRO 200MB/s UHS-I microSDXC Memory Card, or equivalent.
4.13	3	Micro-SD to USB 3 card readers. SanDisk MobileMate USB 3.0 Card Reader, or equivalent.
4.14	4	PVC sock/insert to go inside housing and isolate the aluminium body from the internal electronics.
<p>5: SAEON – Manufacture and supply of complete pyramid AWAC (Acoustic Wave And Current) frames</p> <p>The schematics will be available during the compulsory briefing session</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
5.1	10	<p>Pyramid AWAC frames</p> <ul style="list-style-type: none"> Each frame is to be manufactured from 316 s/s according to the dimensions in the available schematic design diagrams. Each frame must be supplied with a HDPE ADCP mount (as per the schematic design diagrams available at the compulsory briefing session). One of the pyramid legs on each frame must have a slot cut into it to accommodate the AWAC battery pack. The frames must each have fitted sacrificial anodes.
<p>6: SAEON – Sand ADCP mooring stands</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
6.1	10	<p>Sand ADCP mooring stands.</p> <p>Each frame is to be manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.</p>

NO	QTY	DESCRIPTION
<p>7: SAEON – Stainless steel Jump Camera Systems</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
7.1	5	Jump Camera Systems manufactured from 316 s/s according to the dimensions in the schematic design diagrams available at the compulsory briefing session.
7.2	10	Light weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided with closure clips and double O-ring seal.
7.3	10	Housing mounting brackets made from stainless steel 316 that secure the polycarbonate waterproof housing, containing light and battery pack, of the underwater systems.
<p>8 - Lightweight PVC/stainless hybrid collapsible Jump Camera Systems (as per schematics and specifications provided).</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
8.1	5	Jump Camera Systems manufactured from durable PVC piping and 316 s/s core and marine grade aluminium 5052 camera arm according to the dimensions in the schematic design diagrams available at the compulsory briefing session.
8.2	10	Light weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided with closure clips and double O-ring seal.
8.3	10	Housing mounting brackets made from polycarbonate that secure the polycarbonate waterproof housing, containing light and battery pack, to the underwater systems.
<p>9: SAEON - Foldable stackable stereo remote underwater video (sRUVs) system frames with detachable bait arms</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
9.1	24	Foldable stackable stereo remote underwater video system frames made from 316 s/s according to the dimensions in the schematic design diagrams available at the compulsory briefing session.
9.2	48	Light-weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided

NO	QTY	DESCRIPTION
		with closure clips and a double O-ring seal.
9.4	36	Bait arms from 316 s/s to suspend a bait bag 1.2 meters from the camera lens.
<p>10: SAEON – Manufacture of ADCP moorings on acoustic release</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
10.1	10	Each frame is to be manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.
<p>11: SAEON - Manufacture of bongo net frames.</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
11.1	4	Manufactured from 316 s/s according to the dimensions in the available schematic design diagrams. Each set consist of two rings attached to each other.
<p>12 - Manufacture of experimental diatom settlement cages.</p> <p>The schematics will be available during the compulsory briefing session.</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>		
12.1	4	Manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.

PROOF OF EXPERIENCE FOR TECHNICAL COMPLIANCE

Please indicate on the list below (Columns 4 [Bidders experience] and 5 [Page in portfolio of evidence]) whether your company (the bidder) has experience manufacturing the listed equipment and that it complies with the minimum specifications indicated. The bidder is required to compile a PDF portfolio of evidence, including specification tables and images, that showcase all equipment that they have indicated they have experience manufacturing in the past. This portfolio of evidence will be verified by the NRF during the compulsory site visit. Failure to fully complete the list and/or provide misleading information will result in a disqualification.

Line Item	Equipment type	Minimum specifications to comply with the NRFs requirements for equipment type.	Bidders experience (Y/N)	Page in portfolio of evidence
1	Large stereo-BRUVs (baited remote underwater stereo-video systems) for working at depths between 5 and 300m.	<ul style="list-style-type: none"> • These are precision instruments and very specific requirements must be met to ensure that stereo-calibration is maintained and length measurements are accurate and precise without the need to calibrate between successive deployments. • Marine grade stainless steel (316) rectangular or tripod frame design with rigid base-bar separating camera housings by 70-80 cm. The base-bar must be sufficiently strong not to bend or twist when under pressure. The base-bar must have an attachment point for an artificial lighting system. • Marine grade stainless steel (316) or Aluminium (5052) underwater waterproof housing for camera and light systems rated to a depth of ≥ 350 m. The housings must have a glass or acrylic lens port. The housings must open with a clip system from the front lens port. The housing must include an alignment system that ensures the lens port is always fitted in the exact same position. • Camera housings designed to securely hold GoPro Hero Black cameras (models 5-12), or equivalent. Camera needs to be mounted to the lens of the housing in a manner that eliminates ANY movement (i.e. rotation, twisting or vibration) of the camera while mounted, and allows the battery and SD cards to be removed and replaced while not changing the mounting position of the camera. The view from the camera lens must not be obstructed by the housing. • LED lighting system, inside a waterproof housing (equivalent specification to the camera housings) capably of illuminating a minimum distance of 5m from the stereo-BRUVs with a beam angle between 100-120 degrees from the centre of the stereo-BRUVs. The lighting system must include batteries that can power the lights at full power for 4 hours. 		

Line Item	Equipment type	Minimum specifications to comply with the NRFs requirements for equipment type.	Bidders experience (Y/N)	Page in portfolio of evidence
2	Stereo-Camera and light housings	<ul style="list-style-type: none"> • Technical drawings and prototypes for Aluminium and/or Stainless Steel underwater housings suitable for work in shallow <200m and Deep-sea >2000m environments. • The designs must demonstrate a high degree of precision and accuracy with the camera attachment positions inside the housings and in the way that the port realigns with the body when the housing is sealed. This is required to maintain stereo-calibration. 		
3	Deep sea landers	<ul style="list-style-type: none"> • Deep-sea lander platforms capable of operations to deeper than 1000m. Lander frame must be constructed of marine grade stainless steel (316) or other metal suitable for prolonged operations in seawater. The lander must make use of acoustic releases to locate and communicate with the equipment while on the seafloor and have a combination of disposable ballast and inbuilt buoyancy for deployment and recovery. 		
4	Pyramid AWAC (Acoustic Wave And Current) frames	<ul style="list-style-type: none"> • Each frame is to be manufactured from 316 stainless steel. • Each frame must be supplied with a HDPE ADCP mount. • One of the pyramid legs on each frame must have a slot cut into it to accommodate the AWAC battery pack. • The frames must each have fitted sacrificial anodes. 		

The portfolio of evidence must also provide the full extent of what services the bidder can provide, evidence of the skills and competence within the company (relevant engineering training certificates of staff). Specific reference must be made to the bidder's ability to design, troubleshoot, manufacture and test underwater scientific research equipment, for example, self-contained underwater housings, marine-grade stainless steel moorings and frames. In most cases, all equipment needs to be repeatedly built to the same specifications to allow for trouble free in-water instrument servicing and replacement. Where possible, examples of these scientific equipment should be demonstrated at the site inspection.

AFTER-SALES MAINTENANCE SERVICES, SPARES, SUPPORT

The service provider will be required to conduct complete maintenance services of all existing equipment (listed in part A, page 4) and equipment procured through this contract on an annual basis for the duration of the contract. This service will

at minimum include:

- Repair and/or replace and/or refurbish all components of the various research equipment that will suffer from corrosion, wear, damage and loss under typical and repeated operational conditions. The expected turnaround times are detailed in the SERVICE LEVELS section on page 17.
- Prioritizes and conducts unforeseen services and maintenance of equipment, as and when necessary.
- Provide assistance to the NRF with troubleshooting regarding the design and use of the provided equipment.
- Provide assistance to the NRF with product development to optimize research capabilities.
- Liaise directly with the OEM on the NRF's behalf OR facilitate direct correspondence between the NRF and the OEM in some instances for issues relating to product malfunctioning, services and product warranties and where the service provider is not the OEM.
- Provide spares where required (the NRF business units will place purchase orders for spares and service requests as needed).

JOINT PRODUCT DEVELOPMENT AND TROUBLESHOOTING

The service provider will be required to work with THE NRF staff to develop, optimise and advance research equipment and design ideas. This work will require engagement meetings, development of prototypes, testing and optimisation followed by production. The Parties agree that intellectual Property (IP) emanating from these projects shall comply with the NRF IP Policy. In this context an IP register shall be established to capture all background and foreground intellectual property emanating from the project(s) and all foreground Intellectual Property shall be assigned to the NRF. In exercising the foreground IP the NRF shall be granted with a universal, royalty free license. The Parties shall complete separate benefit sharing agreements for each project that will be informed by the contribution of the Parties and shall adhere to the principle of fairness and best practise.

LOCATION

The service provider is required to be based in either Makhanda (Grahamstown) or Gqeberha (Port Elizabeth), or within 150km of both cities, in the Eastern Cape of South Africa. This is to reduce costs associated with site visits and product development meetings and equipment shipments during the entire period of the contract. This will also ensure that local engineering firms from the Eastern Cape benefit from the work required by the NRF within the province.

SERVICE LEVELS AND MANAGEMENT THEREOF

a. General

The NRF-SAIAB will be responsible for the overall management of the contract. The NRF will appoint one contract manager from SAIAB and one from SAEON. They will be responsible for working with the service provider on purchase orders initiated through their respective business units.

b. Product production purchase order management

1. Both parties agree on the product specifications, quantities and completion dates and this information will be incorporated into the quotes issued by the service provider and purchase orders issued by the NRF.
2. Where both parties agree to variation in the specifications and scope orders, the cost of this variation will need to be calculated by the service provider and, when necessary, the NRF contract managers will need to work with

their finance management teams to update the order and issue a credit or debit notice to the service providers account.

3. On completion of the purchase order, the service provider will notify the NRF, representatives from the NRF will review the suitability of the products in relation to the purchase order specifications and if the specifications are met then the NRF contract managers will approve completion of the purchase order by signing off on the service providers invoice before submitting for payment. If the specifications are not met, then the "Poor performance management" protocol will be initiated (see section "d" below).

c. Product development purchase order management

All product development work and quotes must incorporate the following steps and costs:

1. Service provider to submit a proposal based on initial specifications and including outcomes and deliverables
2. Initial meeting at the service provider's offices (NRF to cover own costs) to agree on proposal, finalise specifications outcomes and deliverables, set out IP agreement and work plan
3. Service provider to build and test prototype
4. Service provider to make prototype available to the NRF for testing by NRF-technicians
5. In person meeting at the service provider's offices (NRF to cover its own costs) to provide feedback on prototype and agree on next steps.
6. Service provider to refine prototype based on feedback. In house testing to confirm correct operations.
7. Service provider will make amended prototype available to the NRF for further testing by NRF-technicians.
8. In person meeting at the service provider's offices (NRF to cover its own costs) to provide feedback on amended prototype and agree on next steps. If prototype is complete, NRF will approve completion of the purchase order by signing off on the service providers invoice before submitting for payment. If further testing and development is required, this will need to be covered on a new order. In this case, both parties can agree to continue or abandon the project.
9. Once prototype has been approved by the NRF, production orders will be issued by the NRF.

Note:

If the prototype operates as required following the initial testing by NRF-technicians (step 4) then the subsequent refinement and testing won't be required.

d. Poor performance management

1. Where either party has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause
2. Both parties will agree to a correction plan and will implement it.
3. If there are financial implications associated with the correction plan, then both parties will need to agree which party was at fault (e.g. specifications provided by the NRF were inappropriate or the engineering solutions provided by the service provider don't conform to specifications) and the costs will be apportioned between both parties accordingly.
4. Both parties will monitor the corrective actions to ensure performance levels are as agreed.
5. Both parties agree to escalate non-corrective actions to senior management where performance levels have not returned to the agreed service levels.
6. Both parties will assess the applicability of penalties to the incurred poor performance and apply these

The general service performance levels are:

Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, apply the following penalties –

Performance Measures and Penalties

Performance requirement	Deliverable	Trigger	Penalty
Timeous completion of milestones and orders as per agreed work plan.	Anticipated development milestones and delivery dates agreed by both parties and specified when order is placed. Unfounded delays after this date will incur a penalty	Late completion and/or delivery	1% of order value per week, up 5 % of order value.
Telephonic technical support relating to equipment operation and troubleshooting.	Telephonic support from engineer within 16hours of requesting support with resolution of problem within 48hours of initial request.	>16 hours to respond to initial request. >48hours to resolve problem.	Poor reflection on contract review – repeat occurrence may result in termination of contract
On-site technical support in Makhanda (Grahamstown) or Gqeberha (Port Elizabeth)	Technician/engineer to be dispatched to site within 72 hours of problem diagnosis of problem.	Longer than 72 hours to dispatch technical support.	Poor reflection on contract review – repeat occurrence may result in termination of contract
Turnaround time for routine services.	Service to be completed within 6 weeks of receipt of instrument at workshop. A 6 week lead time will be arranged so that preparations can be made. Does not apply if unforeseen repairs are required that need parts to be sourced, in which case a reasonable timeframe will be agreed upon.	Service takes longer than 6 weeks unless reasonable explanation can be provided.	Poor reflection on contract review – repeat occurrence may result in termination of contract

VERIFICATION OF WORK PERFORMED

NRF contract managers verify all work specified has been completed to the specified standard and, where applicable, provides list of all defects and outstanding work that must be corrected in appropriate time (as agreed with the service provider). Only after all defects have been corrected, then the NRF Contract manager and the contractor sign-off the delivery verification documents. Copies of these must be attached to the issued invoice.

The relevant GCC is provided here for clarity:

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.

CONTRACT ADMINISTRATION

The service provider shall:	
	Upon notification of the acceptance of its bid, the service provider commences the contract upon signing the SBD 7.1 contract form and handover of the site.
	Commence with and carry out the delivery of the services in accordance with the contract only upon receipt of an authorised purchase order for the required work.
	Provide all of the necessary materials, labour and equipment required for the delivery of the services, including any temporary services that may be required.
	Notify the business unit of any identified risk and/or ad hoc wear requiring maintenance to the vessels being maintained under this contract.
The NRF shall:	
	Call ad hoc meetings with the service provider, as and when required during the course of the contract. The service provider will be required to attend such meetings. Provide reasonable notice of such meeting to the service provider.
	Issue purchase orders for the work required under this Contract. No liability for payment will ensue for any work done if a purchase order has not been issued to the service provider.
	Regularly have progress meetings with the service provider to establish that the services are being performed in compliance with the contract.
	Give any instructions and/or explanations and/or variations to the service provider including any relevant advice to assist the service provider to understand the contract documents.

	Notify the supplier in writing of any claims arising under the warranties provided.
	Grant or refuse any extension of time requested by the service provider.

SPECIAL CONDITIONS OF CONTRACT

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

The following are special conditions of the contract:

5	Use of contract documents and information
Add the following clause after Clause 5.4:	
5.5	Each party shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during the contract term and after termination of the contract. The recipient shall not:
5.5.1	Disclose the confidential information, directly or indirectly, to any person or entity.
5.5.2	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
5.5.3	Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.
5.6	The parties shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information abide by the undertakings in this clause both during the term of their associations with the parties and after termination of their respective associations with the parties, not to -
5.6.1	Disclose the confidential information to any third party, or
5.6.2	Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,
5.6.3	The parties 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.
5.7	The undertakings set out in this clause shall not apply to confidential information, which the parties are able to prove:
5.7.1	Was independently developed or in the possession of the recipient prior to its involvement with the other party;
5.7.2	Is now or hereafter comes into the public domain other than by breach of this contract by any of the parties;
5.7.3	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 other party, or
5.7.4	Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the other party of such requirement prior to any disclosure.
5.8	The recipient shall within one (1) month of receipt of a written request from the purchaser to do so, return to the purchaser all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:
5.8.1	All written disclosures;
5.8.2	All written transcripts of confidential information disclosed verbally; and
5.8.3	All material embodiments of the contract intellectual property.
5.9	The parties acknowledges that the confidential information is 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, but for the obligations of confidentiality agreed to herein.
5.10	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.

5.11	Each party acknowledges that the unauthorised disclosure of confidential information may cause harm to the other party. Each party agrees that, in the event of a breach or threatened breach of confidentiality, the other party 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.
5.12	The supplier hereby gives the purchaser permission, in terms of the Protection of Personal 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 supplier gives its voluntary explicit consent to the terms of this special condition.
6	Patent rights
Add the following after Clause 6.1:	
6.2	Intellectual Property emanating from this project shall be managed according to the Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 and the National Research Foundation Intellectual Property Policy.
7	Performance security
Substitute Clause 7.1 with the following:	
7.1	No performance security is required.
11	Insurance
Substitute Clause 11.1 with the following:	
11.1	Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following additional insurances:
	(a) Public liability insurances, in the name of the supplier, covering the supplier and the purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract,
	(b) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself
	(c) The supplier shall be obliged to furnish SAIAB with proof of such insurance as SAIAB may require from time to time for the duration of this Contract.
13	Incidental Services
Add the following after Clause 13.2:	
13.3	Any incidental services required for the delivery of the contract shall be agreed upon in advance by the parties and will only be valid if confirmed through the issue of a written purchase order that specifies, where applicable, quality, quantity, description, unit price, and delivery date.
15.	Warranty
Substitute Clause 15.2 with the following:	
15.2	This warranty shall remain valid for one (1) year 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.
Add Clause 15.6:	
15.6	The supplier shall, within five business days of receipt of a warranty claim and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

16.	Payment
Add the following clause after clause 16.4:	
16.5	The Supplier's invoices must meet the following minimum requirements, failing which the time by when the purchaser is to make payment is extended by a period equal in time to the delayed submission of the correct invoice: <ul style="list-style-type: none"> (a) Reference the purchase order number (b) Detailed line items as specified in purchase order (c) Include statement of account
16.6	Invoices must be accompanied by the purchaser authorised representative's signature, confirming performance/delivery in accordance with prescribed quality and/or quantity, conformance to specification, and unit pricing in accordance with the contract and any purchase orders issued in terms of the contract.
22	Penalties
Substitute clause 22.1 with the following:	
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 1% of the purchase order calculated for each calendar week of the delay until actual delivery or performance, but such penalty shall not exceed 5% of the purchase order price.. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
27	Settlement of disputes
Add the following to Clause 27.4:	
27.4	The appointment of a mediator and the procedure shall be agreed between the parties. Regardless of the outcome of a mediation the parties shall bear their own costs concerning the mediation and equally share the costs of the mediator and related expenses.
31	Notices
Add the following to Clause 31.2:	
31.3	Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given as set out hereunder and shall be deemed to have been received when: <ul style="list-style-type: none"> (i) hand delivered – on the day of delivery; (ii) registered mail – five (5) working days after mailing; (iii) email – one (1) working day after it has been sent

GENERAL CONDITIONS OF CONTRACT

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

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation compiles separate Special Conditions of Contract (SCC) relevant to this bid where

applicable supplementing the General Conditions of Contract. Where there is conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC 1	Definitions - The following terms shall be interpreted as indicated:
1.1	"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
1.2	"Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	"Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	"Day" means calendar day.
1.8	"Delivery" means delivery in compliance of the conditions of the contract or order.
1.9	"Delivery ex stock" means immediate delivery directly from stock actually on hand.
1.10	"Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	"Dumping" occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	" Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" 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.
1.24	“Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	“Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application
2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	General
3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury’s eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
GCC6	Patent rights
6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	Performance security
7.1	Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.
7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: 7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s

	country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or 7.3.2 cashier's or certified cheque.
7.4	The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
GCC8	Inspections, tests and analyses
8.1	All pre-bidding testing will be for the account of the bidder.
8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
GCC10	Delivery and Documentation
10.1	Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
10.2	Documents submitted by the supplier specified in SCC.
GCC11	Insurance
11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or

	damage incidental to manufacture or acquisition, transportation, storage and delivery.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
GCC13	Incidental services
13.1	The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: 13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods; 13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods; 13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; 13.1.4 Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and 13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
GCC14	Spare parts
14.1	As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: 14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and 14.1.2 In the event of termination of production of the spare parts: 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and 14.1.2.2 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
GCC15	Warranty
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon

	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.
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: 23.1.1 If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; 23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or 23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Authority will, at the discretion of the Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Authority actively associated.
23.6	If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: 23.6.1 the name and address of the supplier and / or person restricted by the purchaser; 23.6.2 the date of commencement of the restriction 23.6.3 the period of restriction; and 23.6.4 the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its

	performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	Notwithstanding any reference to mediation and/or court proceedings herein, 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and 27.5.2 the purchaser shall pay the supplier any monies due the supplier.
GCC28	Limitation of liability
28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies

	imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
SCC	No special condition applicable, unless specified elsewhere in this document.
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.
SCC	No special condition applicable, unless specified elsewhere in this document.
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.

PART B - PRICING

PRICING INSTRUCTIONS

1.	Applicable currency: All prices shall be quoted in South African Rand.
2.	Completion of pricing schedule: Bidders shall complete the pricing schedule in full, inserting all the information required therein.
3.	Price Quotation Basis: total prices quoted must be inclusive of all applicable taxes including VAT , less all unconditional discounts, plus all costs to deliver the services and/or goods. Where imported goods/services are to be used, and pricing is subject to exchange rate fluctuations, the exchange currency against the Rand must be stipulated, as well as the exchange rate at the time of bidding. The portion of the bid price subject to exchange rate fluctuations must be stated.
4.	Submission of pricing: bidders must submit their pricing proposals in a password protected, unzipped electronic folder. The password must be emailed to bids@saiab.nrf.ac.za. The pricing folder must be clearly labelled as such. (See Annexure 1: Electronic Bid Submission – Guideline for Bidders)
5.	The provisional sum: The provisional sums are provided as indication of unforeseen modifications. the NRF will issue purchase orders for each item as needed

BID PRICE SCHEDULE (SBD 3.2)

(Submit pricing in separate password protected, unzipped electronic folder)

Supply and delivery to the stipulated address of the following complete systems.

Quoted prices for items shipped from international OEMs must be all inclusive, including airfreight, import tax, customs charges and other relevant associated costs.

It is the bidder responsibility to ensure that their proposed tenders meet the specifications stipulated in the Detailed Specifications table.

The following Schedule of Prices must be completed by the Tenderer. The total price must include everything necessary to complete the installation in terms of the Specification and Drawings.

Total Cost is determined by multiplying quantity by unit price for all line items

	QTY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE Incl. VAT	TOTAL LINE ITEM PRICE Incl. VAT
Part A: Initial procurement					
Bidder to provide unit and total costs for each line item in the space provided.					
1: SAIAB – Deep-sea (≥ 2000 m) landers with stereo-videos system (3 complete systems)					
Where applicable, the lander and stereo-camera setup must be compatible with existing electronic systems in use by SAIAB. SAIAB will provide the engineer with syntactic foam, acoustic release, LED tracking beacon, Iridium tracking beacon and physico-chemical sensors that need to be integrated into the lander.					
SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.					
Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.					
The engineer will need to construct and assemble the landers as detailed in the specification below:					
1.1	3	Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) lander frame consisting of two main modules, 4 legs and a bait arm with canister. Specifications: <ul style="list-style-type: none"> • Stereo-camera module with a rigid basebar and protective cage for stereo-camera system with cameras separated by 70 cm. Must include secure attachment brackets for stereo-cameras. Must include attachment points for 4 legs that hold the module 50cm off the seafloor. Must include attachment point for Polyvinyl chloride (PVC) bait arm in 	Each		

		<p>between the stereo-cameras. Must include an attachment mechanism for disposable ballast system.</p> <ul style="list-style-type: none"> • Lander module that attaches to the stereo-camera module and holds the syntactic foam, acoustic release, LED tracking beacon, Iridium tracking beacon, lighting and physico-chemical sensors. Must include a lifting point to pick up the fully assembled system. • 4 x legs designed to increase the lander footprint and hold the stereo-cameras 50cm off the seafloor. <p>1.5m PVC bait arm that attaches to the stereo-camera module and has a bait canister on the other end. The bait canister must be designed to hold 1.5L of bait. The bait canister must be perforated by multiple 10mm holes with a minimum separation distance of 15mm.</p>			
1.2	6	<p>Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) waterproof housings rated to $\geq 2\ 000$ m depth for GoPro hero 11 Black Mini (or equivalent camera, as per parameters listed in line-item 1.3)</p> <p>Housing specifications:</p> <ul style="list-style-type: none"> • Depth rating $\geq 2\ 000$ m, certification must be provided. • Internal dimensions sufficient to securely mount camera with additional space for a 20 000 mAh power bank. • Camera needs to be mounted to the lens of the housing in a manner that eliminates ANY movement (i.e. rotation, twisting or vibration) of the camera while mounted, and allows the battery and SD cards to be removed and replaced while not changing the mounting position of the camera. The view from the camera lens must not be obstructed by the housing. • Must include a tray for securely holding battery packs. • Housing lens must be flat polycarbonate material (≥ 2000m depth rating) • Housing to be anodised 	each		
1.3	8	GoPro Hero 11 Black mini video cameras (or equivalent) to go inside camera housings. Equivalent	each		

		cameras to the GoPro Hero 11 Black mini can be proposed but they must match or improve on the performance and reliability; including factors such as image quality, video quality, record duration, sensor size, camera size, build quality, settings options, programming options, connectivity options, power options, battery life, spares and accessories and company reliability.			
1.4	16	GoPro Hero 11 Black mini batteries. If an alternative camera is proposed, then the batteries must be specific to the make and model of proposed camera.	each		
1.5	4	GoPro Hero 11 Black mini dual battery chargers. If an alternative camera is proposed, then the batteries chargers must be specific to the make and model of battery used in the proposed camera.	each		
1.6	16	20 000 mAh power bank: Maximum dimensions: 12.5 x 3.0 x 7.5 cm; 500 g; Battery Type: Lithium Polymer; Battery Capacity: 20 000mAh/(74Wh); Input: 5V 2.1A (Lightning/Micro USB/Type-C); Output: 5V @ 2.1A 5V. e.g. Romoss Simple 20 20000mAh Dual Output Power Bank, or equivalent from a different OEM.	each		
1.7	2	USB Charging Station for power banks: ≥ 8 USB ports; ≥ 65W total power; overcharging, overheating, short circuit protection; Input: 110V to 240V input for use around the world.	each		
1.8	16	256 GB Micro SD cards. SanDisk 256GB Extreme PRO 200MB/s UHS-I microSDXC Memory Card, or equivalent.	each		
1.9	12	Micro-SD to USB 3 card readers. SanDisk MobileMate USB 3.0 Card Reader, or equivalent.	each		
1.10	2	5 to 7 port USB hubs for reading micro SD cards. Orico 7 Port USB 3.0 Aluminium Hub Black H7013-U3-AD-EU-BK-BP, or equivalent.	each		
1.11	6	Marine grade aluminium (5000 series Alloys [eg. 5052, 5083], 6000 series Alloys [eg 6061, 6082]) waterproof housings rated to 3500m depth for LED lighting. Specifications: <ul style="list-style-type: none"> • Same housing specifications and dimensions as used for cameras but with appropriate attachment points for LED lighting panel. SAIAB will provide the LED panels to the Service Provider for fitment.	each		
1.12	3	Peli 1600 Waterproof Plastic Equipment case, or	each		

		equivalent with dimension of 220 x 616 x 493mm (\pm 50mm)			
1.13	3	Marine plywood storage and transport crates (1.2L x 1.1W x 1.2Ht) with pallet base.	each		
1.14	9	Spare bait arms and canisters, as per original specifications (1.1).	each		
1.15	6	Spare legs for the lander (see specifications in 1.1)	each		
1.16	28	Cut, paint and fit syntactic foam blocks to lander module. SAIAB will provide the syntactic foam to the Service Provider for fitment.	each		

2 – Refurbish aluminium housings and replace attachment brackets

The housings will be on display during the compulsory briefing session.

SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.

Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.

The expected work includes:

2.1	18	Strip and clean	each		
2.2	18	Re-anodise	each		
2.3	18	Replace or refurbish worn or damaged o-rings, screw threads, screws and latches.	each		
2.4	18	Replace 25mm polycarbonate lenses	each		
2.5	18	Provide polyurethane protective lens caps for each housing	each		
2.6	18	Reassemble	each		
2.7	18	Pressure test to 1000m	each		
2.8	18	Housing mounting brackets made from HDPE or Polypropylene that will securely attach the housing to the underwater systems and isolate the aluminium from the stainless steel components.	each		
2.9	18	PVC socks/inserts to go inside housings and isolate aluminum from electronics	each		
2.10	2	Machine old aluminum lens ports to accommodate polycarbonate lenses.	each		

3 – Refurbish stainless steel housings

The housings will be on display during the compulsory briefing session.

SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.

Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.

The expected work includes:					
3.1	30	Strip and clean	each		
3.2	30	Replace worn or damaged lenses, o-rings, screws and latches	each		
3.3	30	Reassemble	each		
3.4	30	Pressure test to 350m	each		
4 – ROV stereo-camera system					
Marine grade aluminium base-bar holding two marine grade aluminium housings for GoPro hero 11 Mini. Housings constructed of an aluminium tube body with 15l x8d cm internal volume with a polycarbonate lens. Depth rating = 1 100m.					
SAIAB will arrange delivery of equipment to and collection of equipment from the appointed service provider.					
Upon collection of new equipment from the service provider, SAIAB will review all items to determine if they meet specifications before accepting and completing the order.					
The expected work includes:					
4.1	2	Rigid Aluminium 5052 basebar (e.g. 50x50x3mm square tubing) 50cm length with Aluminium 5052 plates (e.g. 50x70x3mm) welded to the ends at 5° inward convergence angle to attach the housing brackets. Base bar must also include clamps for attachment to the Remotely Operated Vehicle (ROV).	each		
4.2	4	Marine grade aluminium 5052 housings for GoPro hero 11 Mini. Housings constructed of an aluminium tube body with 15l x8d cm internal volume with a polycarbonate lens. Depth rating = 1 100m. Housing to be anodised	each		
4.3	4	Brackets made from HDPE or Polypropolene to securely hold the housings and attach to the plates on the ends of the base bar.	each		
4.4	4	Provide polyurethane protective lens caps for each housing	each		
4.5	6	GoPro Hero 11 mini	each		
4.6	12	GoPro Hero 11 mini batteries	each		
4.7	3	GoPro Hero 11 mini battery chargers	each		
4.8	6	5000 mAh rechargeable Lithium Ion Power banks (output: 1.5A/5V) with USB 2 or 3 connections. Max size: 90 x 50 x 50 mm	each		
4.10	10	90 Degree Right Angle USB TO USB-C 2.0 Fast Data Sync Charging Cables. Max length: 30 cm	each		
4.11	2	USB 5-7 Port USB charging hubs	each		
4.12	6	256 GB Micro SD cards. SanDisk 256GB Extreme PRO 200MB/s UHS-I microSDXC Memory Card, or	each		

		equivalent.			
4.13	3	Micro-SD to USB 3 card readers. SanDisk MobileMate USB 3.0 Card Reader, or equivalent.	each		
4.14	4	PVC sock/insert to go inside housing and isolate the aluminium body from the internal electronics.	each		
5 - Manufacture and supply of complete pyramid AWAC frames (as per schematics and specifications provided)					
SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.					
Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.					
The expected work includes:					
5.1	10	Pyramid AWAC frames manufactured from 316 s/s and supplied with a HDPE ADCP mount and accommodate AWAC battery pack on one of the legs. The system should include and be fitted with sacrificial anodes.	each		
6 - Sand ADCP mooring stands (as per schematics and specifications provided)					
SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.					
Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.					
The expected work includes:					
6.1	10	Sand ADCP mooring stands. Each frame is to be manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.	each		
7 - Stainless steel Jump Camera Systems (as per schematics and specifications provided)					
SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.					
Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.					
The expected work includes:					
7.1	5	Jump Camera Systems manufactured from 316 stainless steel.	each		
7.2	10	Light weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided with closure clips and double O-ring seal.	each		
7.3	10	Housing mounting brackets made from stainless steel 316 that secure the polycarbonate waterproof housing, containing light and battery pack, of the underwater systems	each		
8 - Lightweight PVC/stainless hybrid collapsible Jump Camera Systems (as per schematics and specifications)					

provided).

SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.

Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.

The expected work includes:

8.1	5	Jump Camera Systems manufactured from durable PVC piping and 316 s/s core and marine grade aluminium 5052 camera arm according to the dimensions in the schematic design diagrams available at the compulsory briefing session.	each		
8.2	10	Light weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided with closure clips and double O-ring seal.	each		
8.3	10	Housing mounting brackets made from polycarbonate that secure the polycarbonate waterproof housing, containing light and battery pack, to the underwater systems.	each		

9 - Foldable stackable stereo remote underwater video (sRUVs) system frames with detachable bait arms (as per schematics and specifications provided).

SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.

Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.

The expected work includes:

9.1	24	Foldable stackable stereo remote underwater video system frames made from 316 s/s according to the dimensions in the schematic design.	each		
9.2	48	Light-weight light housings constructed of clear polycarbonate tubing (100 mm in diameter, 200 mm long) with polycarbonate lens with a depth rating = 100m. The housing should be easily opened and provided with closure clips and a double O-ring seal.	each		
9.4	36	Bait arms from 316 s/s to suspend a bait bag 1.2 meters from the camera lens.	each		

10 - Manufacture of ADCP moorings on acoustic release (as per schematics and specifications provided).

SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.

Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.

The expected work includes:

10.1	10	Each frame is to be manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.	Each		
<p>11 - Manufacture of bongo net frames (as per schematics and specifications provided).</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>					
11.1	4	Manufactured from 316 s/s according to the dimensions in the available schematic design diagrams. Each set consist of two rings attached to each other.	Each		
<p>12 - Manufacture of experimental diatom settlement cages (as per schematics and specifications provided).</p> <p>SAEON will arrange delivery of equipment to and collection of equipment from the appointed service provider.</p> <p>Upon collection of new equipment from the service provider, SAEON will review all items to determine if they meet specifications before accepting and completing the order.</p> <p>The expected work includes:</p>					
12.1	4	Manufactured from 316 s/s according to the dimensions in the available schematic design diagrams.	Each		
<p>Part B: Annual services and maintenance</p> <p>Anticipated provisional sums for these line items are included in the costs to aid in setting the contract value.</p>					
13.1	5	Annual equipment services and refurbishments (R400 000 per annum)	Provisional Sum		R 2 000 000
13.2	5	Annual equipment spares purchases (R200 000 per annum)	Provisional Sum		R 1 000 000
13.3	5	Annual equipment consumables (R100 000 per annum)	Provisional Sum		R 500 000
<p>Part C: Future equipment procurement, development and maintenance on instruction by the client.</p> <p>Unforeseen equipment and maintenance are based on factors that can't be predicted in advance (equipment loss, emergency repairs and services, new funding opportunities, changes in research needs). The anticipated provisional sums for these line items are included in the costs to aid in setting the contract value</p>					
14.1	5	Equipment procurement (R2 000 000 per annum)	Provisional Sum		R 10 000 000

14.3	5	Equipment replacement due to loss or damage (R200 000 per annum)	Provisional Sum	R 1 000 000
14.4	5	Emergency maintenance, repairs, upgrades, technical support (including on-site support by technicians) as required (R200 000 per annum)	Provisional Sum	R 1 000 000
TOTAL VALUE OF CONTRACT (Incl. VAT)				R
(Bidder to complete)				
Exchange rate used at time of pricing schedule (if applicable)			Currency :	
Bank that was used for the exchange rate at time of pricing schedule:				
Portion (percentage) of the total bid price that is subject to exchange rate fluctuations if applicable:			%	

PART C – BIDDER QUALIFICATIONS

BIDDER REQUIREMENTS

The bidder must provide evidence of the following:

- The bidder is required to compile a PDF portfolio of evidence, including specification tables and images, that showcase all equipment that they have indicated they have experience manufacturing in the past. The portfolio of evidence must also provide the full extent of what services the bidder can provide, evidence of the skills and competence in accordance with training and health and safety standards. Specific reference must be made to the bidder's ability to design, troubleshoot, manufacture and test underwater scientific research equipment, for example, self-contained underwater camera systems, self-contained underwater lights, marine-grade stainless steel moorings and frames.
- Business profile and company registration indicating that the offices are based in either Makhanda (Grahamstown) or Gqeberha (Port Elizabeth) or within 150 km of both cities
- Three (3) written references with contact details in the reference format specified in this bid. The reference is for those customers for whom the bidder has completed work within the last sixty (60) months and/or current work in progress.
- A minimum of 10 years Mechanical Engineering industry experience
- Masters in Technology or Masters in Engineering
- Schedule of equipment offered in response to the specification in this invitation (refer requirements in table on page 7-12)
- Engineering workshops fit for purpose with the tools and systems required to design and construct the scientific equipment.
- A minimum 1-year warranty for all items manufactured by the service Provider and valued at > R 10 000. Warranty to cover repairs, modifications and/or replacement of items where the cause of the equipment failure was due to flaws in the design, build and/or material used in the construction.

In addition, the bidder will be required to show the NRF its workshop facilities during a site inspection. The workshop will be evaluated in terms of the mechanical engineering equipment within the shop, the workshop security and the health and safe compliance.

Failure to provide documentation of evidence of the above requirements will result in disqualification of bid.

The successful bidder may be required to supply NRF/SAIAB with audited financial statement and Management Accounts and/or forecasts for at least a year for financial due diligence purposes prior to award.

PART D – BID SELECTION PROCESS

This bid will be evaluated in three stages as follows:

STAGE 1: SUBMISSION OF RETURNABLE DOCUMENTS AND SCHEDULES

Bids will be evaluated for compliance with the procedural requirements of the bid, which entails the completion and/or submission of the returnable documents and schedules specified in the Returnable Documents and Schedules Checklist in page 43 below.

Failure to comply with the mandatory requirements in this stage may result in bid disqualification. However, SAIAB may apply the discretion to allow bidders to complete and/or sign returnable schedules not completed and/or signed in the first instance or to submit returnable documents not submitted in the first instance. Such returnable schedules or documents must be of a purely administrative nature (such as SBD forms or B-BBEE certificate), and may not pertain to the substance of the bid such as to affect the competitive position of bidders by giving one or more bidders a second and unfair opportunity to augment the quality (substantive) aspects of their bid. No award will be done without complete provision of returnable documents and schedules.

STAGE 2: TECHNICAL EVALUATION

Each bid will be evaluated against the technical/quality criteria outlined in pages 44-45 below.

A site visit will be conducted to inspect the engineering workshops where the bidder will undertake the required work.

Bids which fail to meet the requirements of Stage 2 will be disqualified and not evaluated further in Stage 3.

STAGE 3: PRICE AND SPECIFIC GOALS POINTS SCORING

Bid price proposals are compared on an equal and fair basis, considering all aspects of the bid pricing requirements. Qualifying bids are ranked on price and specific goals points claimed in the following manner:

- (i) **Price** - with the lowest priced bid receiving the highest price score as set out in the Preferential Procurement Regulations 2022;
- (ii) **Preference** - preference points are allocated in accordance with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and its Regulations 2022 as claimed in the specific goals claim form (SBD 6.1) supported by a valid B-BBEE certificate or sworn affidavit, in the case of EMEs and QSEs, are added to the price ranking scores.

STAGE 1 – SUBMISSION OF RETURNABLE DOCUMENTS AND SCHEDULES

All mandatory criteria need to be complied with to move on to the next stage of evaluation. All SBD forms indicated as mandatory must be completed and signed by bidders failing which, a bid submission may be disqualified for non-compliance. SAIAB may apply the discretion to allow bidders to complete and/or sign returnable schedules not completed and/or signed in the first instance or to submit returnable documents not submitted in the first instance. Such returnable schedules or documents must be of a purely administrative nature (e.g. SBD forms, Construction Sector B-BBEE certificate), and may not pertain to the substance of the bid such as to affect the competitive position of bidders by giving one or more bidders a second and unfair opportunity to augment the quality (substantive) aspects of their bid.

Document description	Weight	Criteria (All criteria are weighted equally to each other)	Assessment Methodology	Bid Section Reference	SCM Verification
SBD 1 Form (Invitation to Bid)	Mandatory	Has the bidder completed and signed the SBD 1 Invitation to Bid form?	Yes/No	Page 51	
SBD 3.2 Form (Non-Firm Pricing Schedule) – submitted in a separate electronic folder	Mandatory	Has the bidder submitted its pricing for the infrastructure and the service plan?	Yes/No	Page 32	
SBD 4 Form (Bidder's Disclosure)	Mandatory	Has the bidder completed and signed the SBD 4 form? Has the bidder disclosed any conflict of interest which would preclude it from responding to this bid?	Yes/No	Page 54	
SBD 6.1 Form (Preferential Points Claimed)	Mandatory for claiming points	Has the bidder completed and signed the SBD 6.1 form?	Yes/No	Page 57	

STAGE 2 – TECHNICAL EVALUATION

NOTE: Bidders must carefully review the evaluation criteria and instructions below and ensure that they understand what information is required, including all documentation that is required to be submitted in this stage of evaluation. No second opportunity will be given to submit documentation not submitted, except in the case where there is no competition (i.e. one bid is received) or the requested information is to support the information submitted at the time of the tender closing and therefore no prejudice will accrue to any other bidder.

Bidders must meet all mandatory requirements below (i.e. requirements marked as 'Mandatory') in order pass this stage of evaluation and move on to the next stage of evaluation.

Evaluation Criteria	Evidence required	Section & Page Reference	Weight	Assessment Methodology
Portfolio of evidence of past relevant work	<p>PDF portfolio of evidence demonstrating extensive experience in the design and engineering of specialised marine scientific equipment. At a minimum the bidder must have demonstrable experience in ALL of the items below:</p> <ol style="list-style-type: none"> 1. The design and construction of stereo-BRUVs 2. Shallow (<200m) and deep-sea (>1000m) underwater water housings for cameras and lights 3. Deep-sea landers 4. Pyramid AWAC (Acoustic Wave And Current) frames 	<p>TECHNICAL COMPLIANCE & PORTFOLIO OF EVIDENCE</p>	Mandatory	Go / No Go
Suitability of bidders workshop for mechanical engineering jobs as well as safety and security (To be evaluated via site visit)	<p>Engineering workshops fit for purpose with the tools and systems required to design and construct the scientific equipment. Work shop should at minimum include equipment:</p> <ol style="list-style-type: none"> 1. Welding equipment (tig, stick and mig), 2. CNC and manual benders, 3. Rollers for plate metal and solid round bar, 4. Milling machines and lathes, 5. Mitre saws, 6. Drill presses, 7. Hydrostatic Pressure test facilities up to 100 bar. 		Mandatory	Go / No Go

	The security features of the workshop will be inspected to confirm that the storage and work space is within a fully enclosed building with a roof and with lockable doors. For safety, the workshop must have a current and valid safety compliance certificate from the department of Health and Safety.			
<p>Three (3) written references with contact details in the reference format specified in this bid.</p> <p>The reference is for those customers for whom the bidder has completed similar work to that outlined in this bid document within the last sixty (60) months and/or current work in progress.</p>	<p>Has the bidder submitted three reference letters from clients relevant to this bid?</p> <p>Is the work done for the previous clients similar to the work required from this bid?</p> <p>Do all reference letters indicate that the services provided met the requirements?</p>		Mandatory	Go / No Go
Company Experience	Proof that bidding company has a minimum of 10 years in Mechanical Engineering industry experience. (Bidder must provide copy of company profile).		Mandatory	Go / No Go
Company location	Proof that the company is based in either Makhanda (Grahamstown) or Gqeberha (Port Elizabeth), or within 150km of both cities. Will be confirmed during site visit.		Mandatory	Go / No Go
Engineering qualifications	At least one engineer in fulltime employment with the bidders must possess a Master in Technology, or Master in Engineering. Please provide proof.		Mandatory	Go / No Go
Fit for purpose equipment that meets the specification criteria of initial purchase (refer requirements in table on page 7-12)	Schedule of equipment offered in response to the specification in this invitation meets or exceeds all specification criteria.		Mandatory	Go / No Go
1-year warranty for all items manufactured by the service Provider and valued at > R 10 000. Warranty to cover repairs, modifications and/or replacement of items where the cause of the equipment failure was due to flaws in the design, build and/or material used in the construction	Statement in the schedule of equipment on the warranty terms matching or bettering the evaluation criteria.		Mandatory	Go / No Go

BIDDER IS ABLE TO DELIVER THE SPECIFICATION?	YES - PASS TO PRICING	NO – DISQUALIFIED
----------------------------------------------	-----------------------	-------------------

STAGE 3 – PRICE AND PREFERENCE POINTS SCORING	
Bids which meet the minimum requirements in Stage 2, will be evaluated on price and specific goals as follows -	
CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE STATUS LEVEL OF CONTRIBUTION)	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

BIDDING INSTRUCTIONS

Bidders are urged to carefully study these bidding instructions, as well as all corresponding instructions pertaining to the bid evaluation criteria, scope of works, pricing and returnable, contained in this bid document. Failure to comply with these instructions will be at the bidder's risk, and may affect the evaluation of its bid.

1.	<u>Late bids</u>
	Bids received after the closing time and/or date shall not be considered.
2.	<u>Authority of bid signatory</u>
	The bid must be signed by a person duly authorised to do so.
3.	<u>Clarification of the bid</u>
3.1	A bidder requiring any clarification of the bid documents may direct the request for clarification in writing, to the SAIAB representatives listed on the cover page of this bid document.
3.2	A response will be provided by SAIAB in writing. The response (including an explanation of the query, but without identifying the source of the query) will be sent to all prospective, identifiable bidders.
3.3	The last date for the submission of requests for clarification is 18 th September 2024.
4.	<u>Bid preparation costs</u>
	Bidders will be responsible for all costs associated with the preparation and submissions of their bids.
5.	<u>Tender Briefing Session</u>
5.1	Bidder will be required to attend the compulsory on-site tender briefing session.
6.	<u>Counter proposals</u>
	No counter proposals will be accepted.
7.	<u>Alterations to the bid document</u>
	Bidders may not make any alterations or additions to the content of this bid document, except to comply with the instructions issued by SAIAB, i.e. the completion of the schedules indicated as mandatory for completion. Any alterations made to the content of this bid document other than those mandated by SAIAB will result in the invalidation of a bidder's submission.
8.	<u>Submitting a tender offer</u>
8.1	Bidders may submit one tender offer only, either as a single tendering entity or as a member of a joint venture or consortium, unless otherwise stated in this bid document.
8.2	Each party to a joint venture or consortium must individually complete and submit the SBD returnable schedules included in this bid document.
8.3	Bidders must return all returnable documents and schedules after completing them in their entirety, preferably electronically, or by writing legibly in non-erasable ink. The bid document must be submitted in its entirety.
10.	<u>Clarification of bidder's tender offer after submission</u>
10.1	Bidders may be required by SAIAB, to provide clarification or additional details of their tender offer during the bid evaluation or adjudication stages. This may include providing a breakdown of rates or prices, or correction of arithmetical errors by the adjustment of certain rates or item prices (or both).
10.2	No change in the competitive position of bidders or substance of the tender offer may be sought, offered, or permitted.

11.	<u>Two envelope system</u>
11.1	SAIAB utilises the two-envelope system to minimise any form of price bias in the technical evaluation phase.
11.2	All responses must be submitted in two electronic folders; the first folder shall contain the technical, and compliance response and the second shall contain only the pricing response.
11.3	Bidders must ensure that they do not include any pricing details in the first folder, as SAIAB reserves the right to disqualify such bids.
11.4	<p>Bidders are required to package their bid as follows:</p> <ul style="list-style-type: none"> ● Folder 1: Compliance and Technical Response ● Folder 2: Pricing Response
12.	<u>Central Supplier Database registration</u>
	Bidders must be registered on the National Treasury Central Supplier Database ('CSD') in order to be recommended for the award of this bid, and must provide their CSD supplier number in their bid submission.
13.	<u>Tax compliance status</u>
13.1	Bidders must ensure that their tax matters are in order. No award will be made to any bidder whose tax matters have not been declared to be in order by the South African Revenue Services (SARS).
13.2	Each party to a joint venture, consortium or partnership must comply with the above requirement.
13.3	The bid will be declared non-responsive in the event that the bidder's tax matters are shown not be in order, and the bidder fails to ensure that its tax matters are in order within such timeframe as may be granted by SAIAB in writing at time of award.
14.	<u>Invalid bids</u>
	Tenders shall be invalid if –
14.1	In a two-envelope system, a bidder fails to submit both a technical proposal and a separate financial offer.
14.2	The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
14.3	The bidder has been restricted from doing business with any Organ of state.
15.	<u>Price negotiations prior to award</u>
15.1	The award of this bid may be subject to price negotiations with the preferred bidder or bidders, where there are opportunities for realising cost savings, or where bid prices are not market related.
15.2	SAIAB reserves the right to reject overpriced or under-priced bids outside the identified price range for the bid.
16.	<u>SAIAB's right to vary requirements at time of award</u>
	SAIAB reserves the right, at the time of making the award, to decrease the quantity of goods specified in the pricing schedule without any change to the unit price(s), or the terms and conditions of the bid, provided that the items to be decreased were specified in the bid document to be optional, or to be quoted on for indicative purposes.
17.	<u>Cancellation of the bid prior to award</u>
	SAIAB reserves the right to cancel this bid at any time before award, where -
17.1	Due to changed circumstances there is no longer a need for the services specified in this bid.
17.2	Funds are no longer available to cover the total envisaged expenditure for the project.

17.3	No bids meet the required specifications.
17.4	There is a material irregularity in the bid process.
18.	<u>Bid award</u>
18.1	The bid will be awarded after approval by the NRF's Delegated Authority, to the bidder with the highest combined score for Price and specific goals, unless other objective criteria, specified in the bid document, applies.
	Due diligence may be carried out on the recommended bidder, as such the recommended bidder are required to submit at least three client references from clients to whom similar services have been provided.
18.3	Reference letters must be completed in the template provided in this bid document or in the same format, and must indicate that expectations were met.
18.4	The award will be subject to final verification of the bidder's tax compliance status.
19.	<u>Collusion, fraud and corruption</u>
	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.
20.	<u>Fronting</u>
20.1	SAIAB supports Government's Broad-Based Black Economic Empowerment (B-BBEE) initiatives, recognising that real empowerment is achieved by individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Therefore, SAIAB condemns any form of fronting.
20.2	SAIAB's evaluation committees may conduct or initiate investigations to determine the accuracy of bidders' B-BBEE representations.
20.3	Should SAIAB have reasonable grounds to suspect any form of fronting, the bidder in question will be notified and given 7 days from the date of notification to provide evidence refuting the finding of fronting.
20.4	Should the bidder be unable to refute the finding to the satisfaction of SAIAB, SAIAB reserves the right to reject the bid submitted by the bidder or cancel any contracts entered into with the bidder, and apply to National Treasury to restrict 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 SAIAB may have against such a bidder.
21.	<u>Disclaimers</u>
	SAIAB 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. SAIAB has no liability towards the bidders in connection therewith.
22.	<u>General definitions</u>
22.1	" B-BBEE " means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
22.2	" 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.
22.3	" 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.
22.4	" Broad-Based Black Economic Empowerment Act " means the Broad-Based Black Economic Empowerment

	Act, 2003 (Act No. 53 of 2003).
22.5	“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 7.1 (SBD 7.1) which has been signed by the awarded bidder and the National Research Foundations.
22.6	“Construction Sector Code” means the Amended Construction Sector Code provides a framework for the Construction Sector to address B-BBEE, enhance the capacity of black contractors, black professionals, industry workers and the community and to increase the productivity of the sector to meet world best practice, as issued by Government Gazette 41287, 1 December 2017.
22.6	“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 or relevant sector scorecard.
22.7	“Functionality” means the ability of a bidder to provide goods and/or services in accordance with specifications as set out in these bid documents.
22.8	“Proof of B-BBEE status level of contributor” means: <ul style="list-style-type: none"> - 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 by the B-BBEE Act.
22.9	“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 or relevant sector scorecard.
22.10	“Equipment” means the operational unit including spares, replacement components, consumables, sub-systems, firmware and software that delivers the specified output.
22.11	“NRF” means the National Research Foundation and it is used interchangeably with its business units managing the contract being SAIAB.

PART E – RETURNABLE SCHEDULES

INVITATION TO BID (SBD 1)			
Bid number		NRF/SAIAB/38/2024-25	
Closing date and time		Wednesday, 25 September 2024 at 11.00AM	
The NRF recognises the date and time as recorded on its systems for closure purposes.			
SUMMARY OF BID REQUIREMENTS			
APPOINTMENT OF A SERVICE PROVIDER TO MANUFACTURE AND SUPPLY SPECIALISED MARINE ENGINEERING GOODS AND SERVICES FOR A FIVE YEAR PERIOD.			
Bid submission method:		<p>Electronic submissions must be sent to bids@saiab.nrf.ac.za. Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response. Technical submissions must be in searchable PDF format.</p> <p>The financial response must be password protected. Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email.</p> <p>Bidders are to send an email to bids@saiab.nrf.ac.za post submission with the password to their financial envelope. Receipt will be confirmed by SAIAB via email.</p>	
Compulsory briefing session:		<p>A compulsory site briefing session will be held.</p> <p>Date: Thursday, 12 September 2024 at 11:00</p> <p>Venue: NRF-SAEON, Block A, Room 18, NMU Ocean Science Campus, 4 Gomery Avenue, Summerstrand, Gqeberha (Port Elizabeth)</p>	
Two envelope system		Yes	
Bid validity period from date and time of closure		Ninety (90) days	
SUPPLIER INFORMATION			
Name of Bidder			
Postal Address			
Street Address			
Telephone Number			
Code		Number	

Cell Phone Number															
Code		Number													
Facsimile Number															
Code		Number													
E-Mail Address															
VAT Registration Number															
Tax Compliance Status	Tax Compliance System PIN		OR	Central Supplier Database No.	MAAA										
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit or CIPC Certificate		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No											
[A Construction Sector B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for points for specific goals – also refer to the SBD 6.1]															
Are you the accredited representative in South Africa for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	Are you a foreign-based supplier for the goods/services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]											
<table border="1"> <tr> <td>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>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/>Yes <input type="checkbox"/>No</td> </tr> <tr> <td>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>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).															
BID SUBMISSION															
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.														
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.														
3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000, 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.														
5.	The specification will form part of the 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 state to verify the taxpayer's profile and tax status. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website www.sars.gov.za .
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website www.sars.gov.za .
5.	In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate TCS certificate/PIN/CSD number.
6.	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state.

SBD 4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

1.4 The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below and is based on B-BBEE Status Level of Contribution of the Bidder.

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company

[TICK APPLICABLE BOX]

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

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

OPTIONAL REFERENCE LETTER FORMAT

Referee Letterhead (Copy and paste this reference letter onto referee company letterhead). At a minimum bidder must provide the contact details of contactable references.

Referee Legal Name:

REFERENCE ON COMPANY:

Bid Number:

Bid Description:

Describe the service/work the above bidder provide to you below

Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Project performance/time management			
Quality of workmanship			
Quality of goods supplied			
Resources: Personnel			
Co-ordination with other services			
Occupational Health & Safety compliance			
Satisfaction with the work done			
Delivery scheduling			
Other comments			
Approximate value of contract			
Would you use the provider again?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Completed by:

Signature:

Company Name:

Contact Telephone Number:

Contact email address

Date:

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature herein, that –

- (i) I have read and accepted each page in this document including any annexures attached to this document.
- (ii) I undertake to supply all the goods, works, and services described in this bid invitation to the NRF in accordance with the requirements and specifications stipulated herein, at the prices quoted.
- (iii) 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.
- (iv) My offer remains binding upon me and open for acceptance by NRF Corporate during the validity period indicated and calculated from the closing time of bid invitation.
- (v) Should the tender be awarded to me, 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.
- (vi) During the bidding period I did not have access to any proprietary information of SAIAB or the NRF, or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).
- (vii) I confirm that I am duly authorised to sign this offer/ bid response.

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

Signature of bidder:

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

ANNEXURE 1 - ELECTRONIC BID SUBMISSION – GUIDELINE FOR BIDDERS

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

Conditions for electronic submissions: This section does not apply to soft copies requested on manual submissions. It applies when email submissions are permitted. In circumstances where they are advisable, the business unit needs to ensure that they have appropriate controls and processes in place, such as:³

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

Prescripts

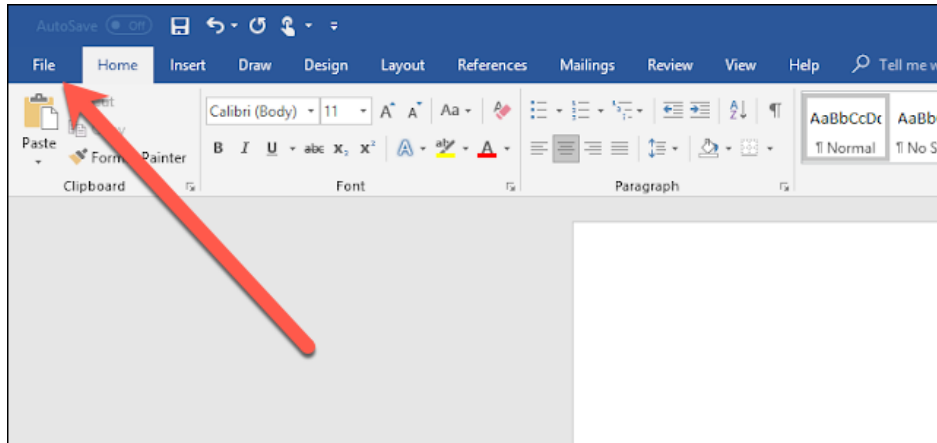
- All files must be submitted in pdf format unless otherwise stated.
- Pricing submission (including any SBDs where bidder's price is quoted) must be password protected and submitted as a separate file.
- **Two envelope system:** All bidders documents must be submitted to the email address specified on the NRF bid document and however the password to the password-protected pricing file must be submitted to a separate email stated in the email specified in the bid document.
- The NRF email size limit is 4MB, bidder must ensure that their submission is no bigger than this limit.
 - Your files must be Zipped to ensure that your submission is in line with the email size limit
- Timeline for submitting password to NRF
 - The password for pricing file must **not** be submitted before the bid closes.
 - The password may be submitted 1 minute after bid closure and no later than 2 days post bid closure. Failure to submit within 2 days may lead to bid being unable to be evaluated thus rendering them unresponsive.
- The subject of your email quote verbatim the bid name in the exact words provided in the NRF bid document.

Guidelines

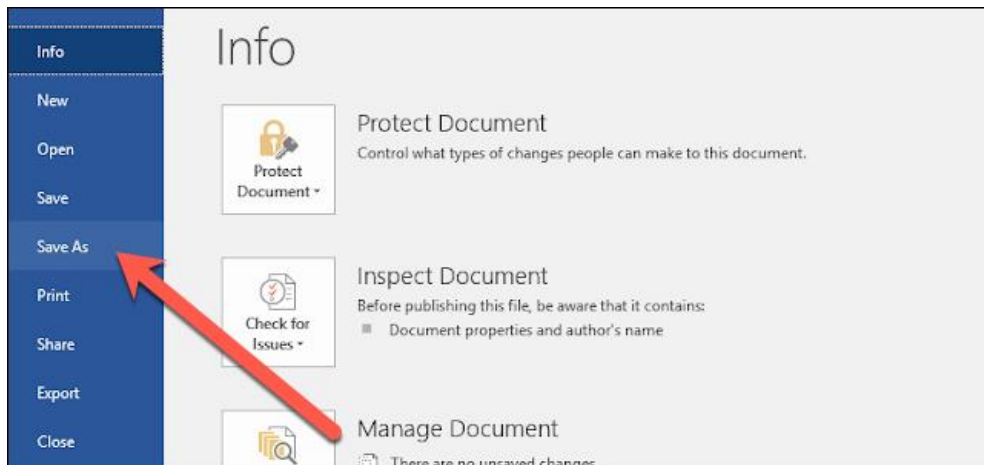
³ SANS 10845-1 paragraph 4.7

Converting to pdf

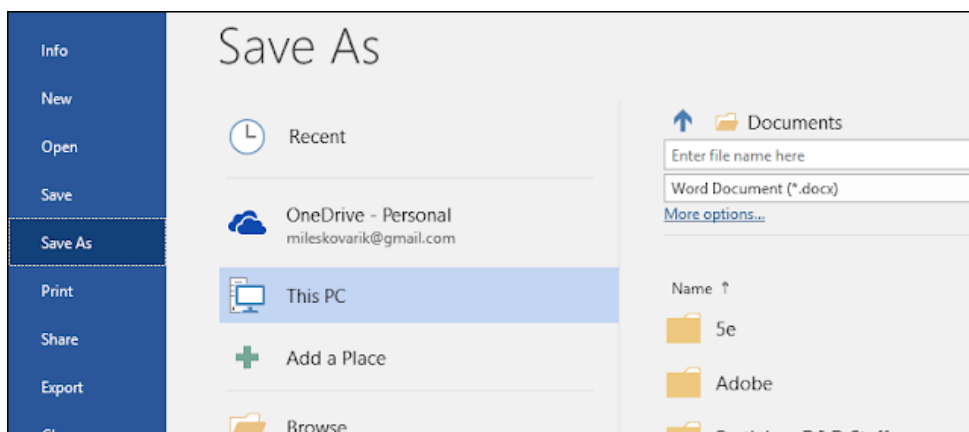
- If you have the desktop version of Microsoft Word, the easiest way to convert your document to PDF is right in Word itself.
- Open the document you want to convert, and then click the “File” tab.



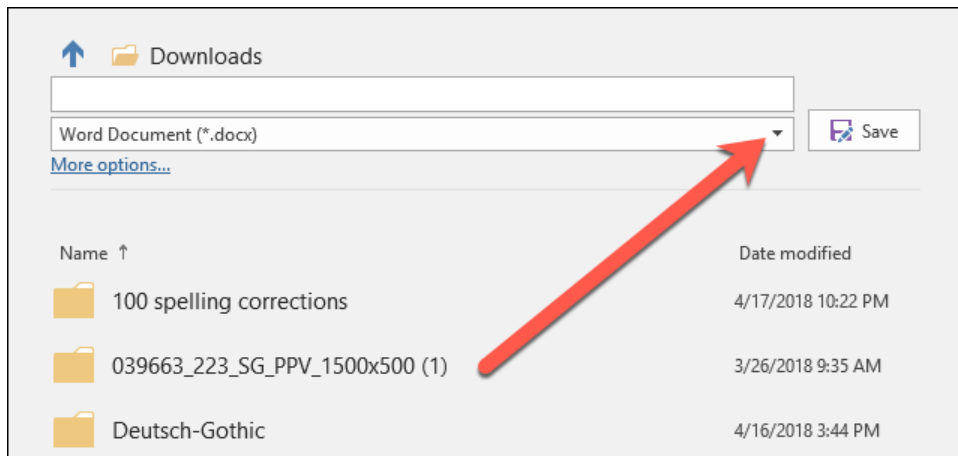
- On the backstage screen, select “Save As” from the list on the left.



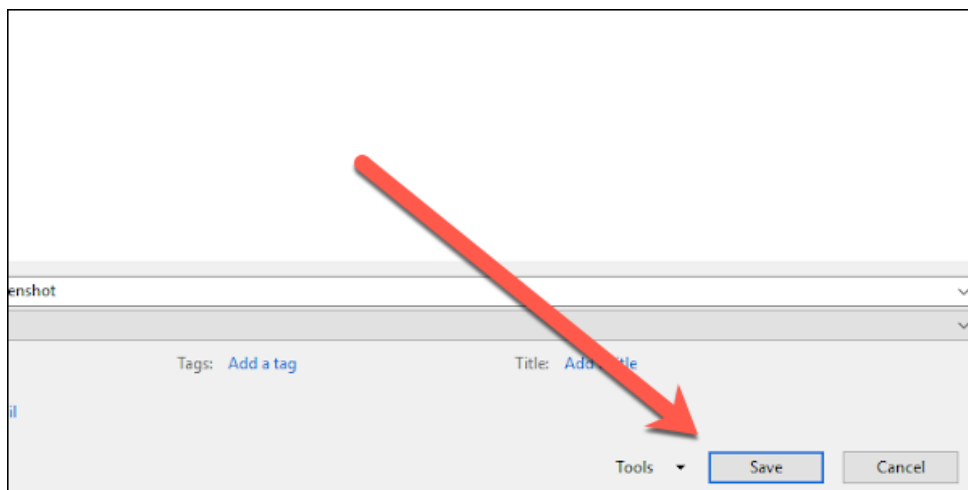
- On the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



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



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

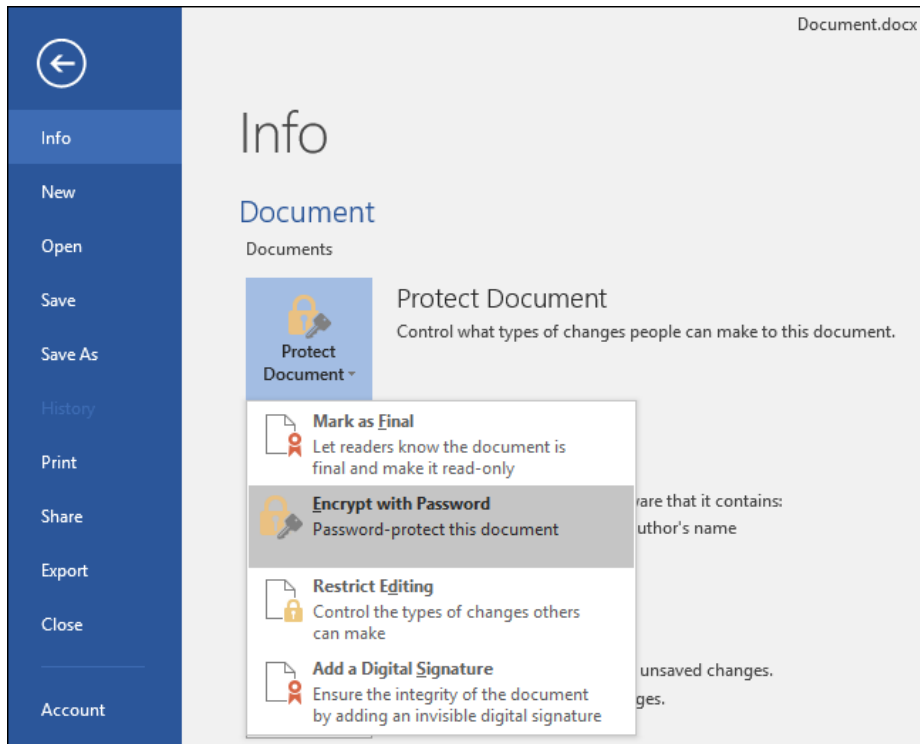


- After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

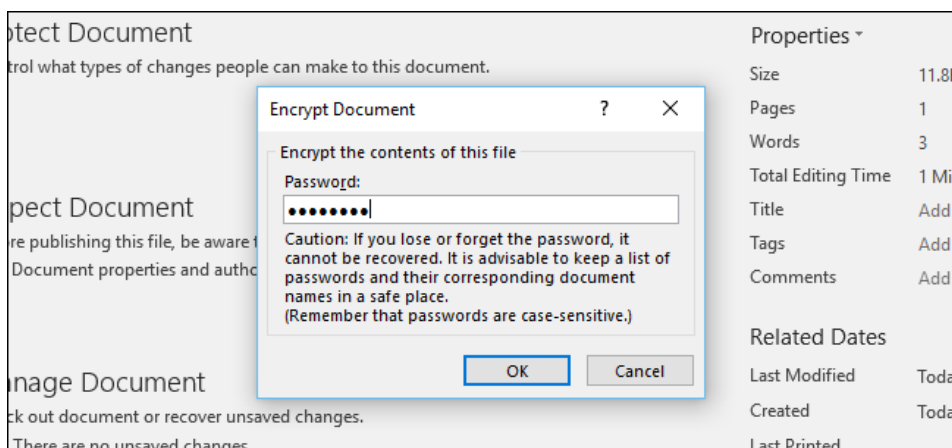
Password protecting files

- To password protect an Office document, first open it in Word, Excel, PowerPoint, or Access. Click the “File” menu at the top-left corner of the screen. On the Info pane, click the “Protect Document” button and select “Encrypt with Password.”
- The button is only named “Protect Document” in Microsoft Word, but it's named something similar in other apps. Look for “Protect Workbook” in Microsoft Excel and “Protect Presentation” in Microsoft PowerPoint. In Microsoft Access, you'll just see an “Encrypt with Password” button on the Info tab. The steps will otherwise work the same.

- NOTE: If you only want to restrict editing of the document, you can choose “Restrict Editing” here, but as we said, that is not very secure and can easily be bypassed. You’re better off encrypting the entire document, if you can.

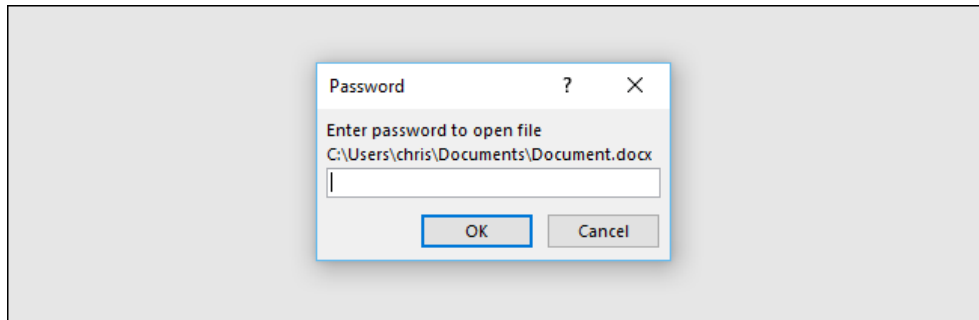


- Enter the password you want to encrypt the document with. You’ll want to choose a good password here. Weak passwords can be easily guessed by cracking software if someone gains access to the document.
- **Warning:** You’ll lose access to the document if you ever forget your password, so keep it safe!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



- When a document is encrypted, you’ll see the “A password is required to open this document” message on the Info screen.

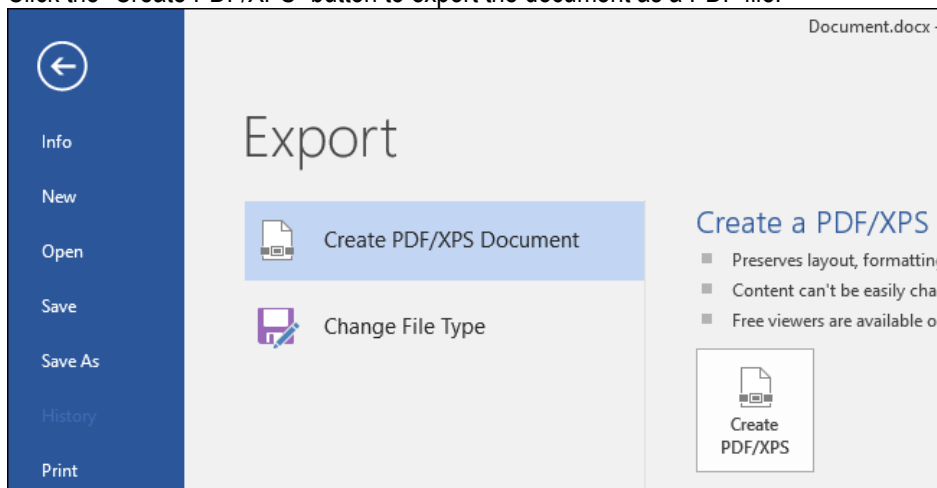
- The next time you open the document, you'll see an "Enter password to open file" box. If you don't enter the correct password, you won't be able to view the document at all.



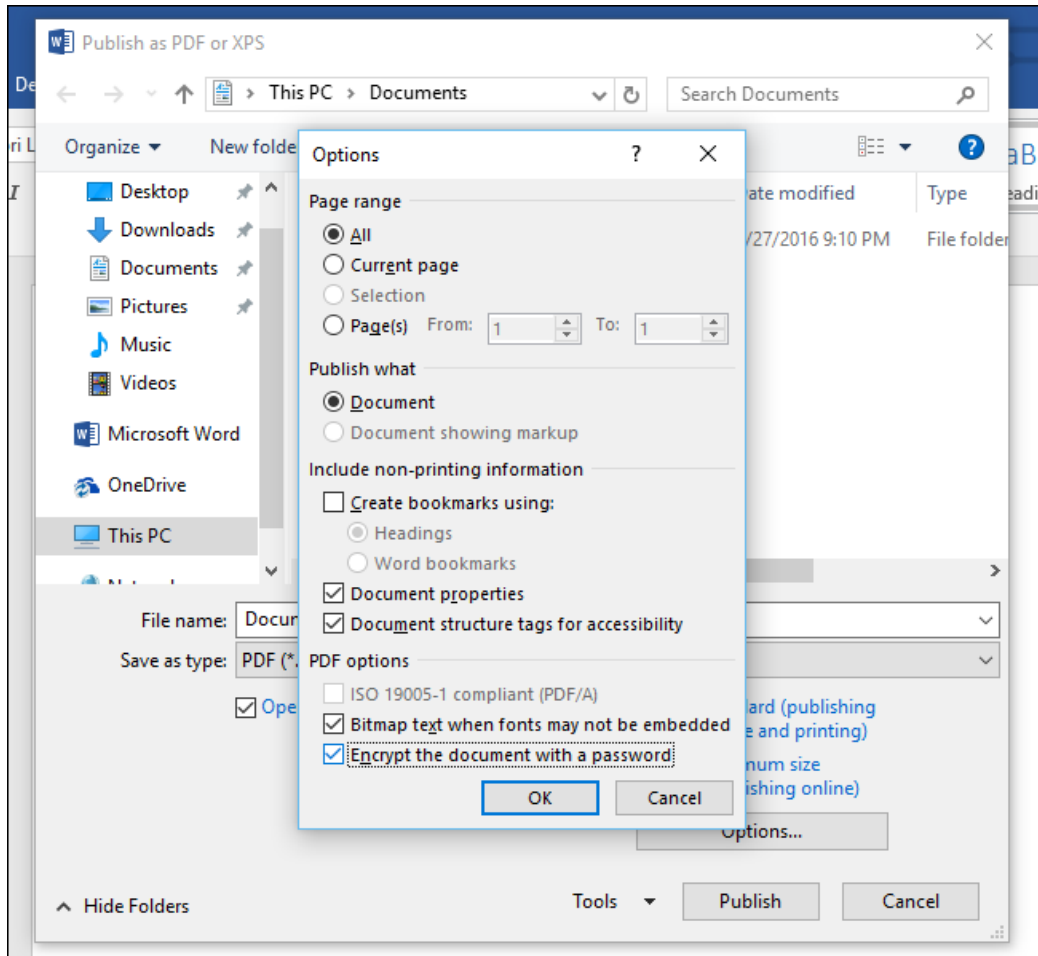
- To remove the password protection from a document, click the "Protect Document" button and select "Encrypt with Password" again. Enter a blank password and click "OK." Office will remove the password from the document.

How to Create a Password Protected PDF File

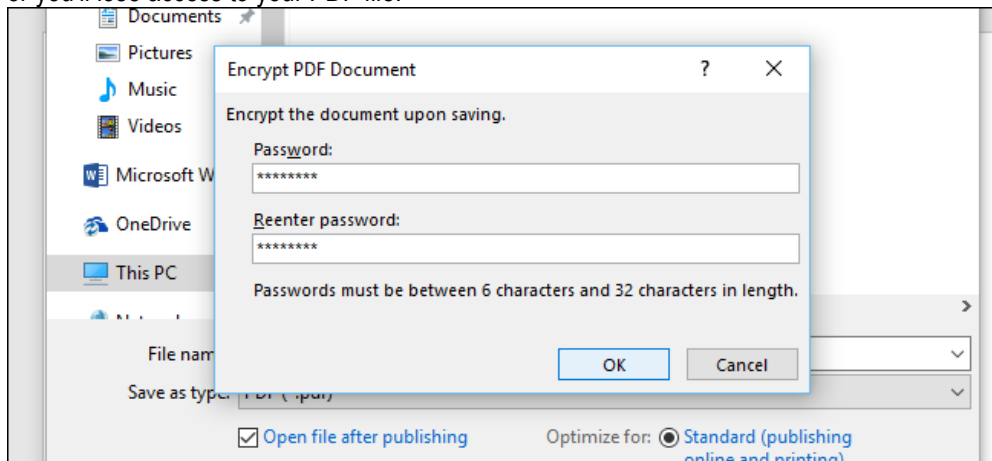
- You can also export an Office document to a PDF file and password protect that PDF file. The PDF document will be encrypted with the password you provide. This works in Microsoft Word but not Excel, for some reason.
- To do this, open the document in Microsoft Word, click the "File" menu button, and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



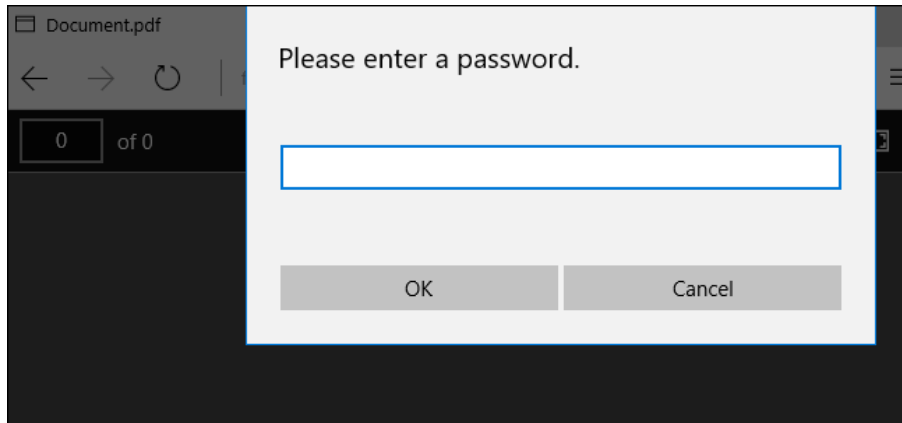
- Click the "Options" button at the bottom of the save dialog window that appears. At the bottom of the options window, enable the "Encrypt the document with a password" option and click "OK."



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



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



Zipping your files.

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

Keeping passwords safe.

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