



Invitation to Quote

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS LISTED IN THIS DOCUMENT

NRF/SAIAB 39-2026

SHORT DESCRIPTION OF REQUIREMENT

Appointment of a panel of temporary and project-based support services for a period of three (3) years.

INVITATION TO QUOTE (SBD 1A)

Quote Number	NRF/SAIAB 39-2026
Closing Date and Time (as per NRF systems)	27 February 2026 at 11H00

HIGH LEVEL SUMMARY OF REQUIREMENTS

NRF-SAIAB requires the services of qualified and experienced service providers to submit quotations for inclusion on a panel of service providers to render temporary and project-based support services on an as-and-when-required basis. The panel will support the NRF-SAIAB in addressing short-term capacity constraints, specialised project requirements and operational demands across multiple departments.

The appointment to the panel does not guarantee work but enables the NRF-SAIAB to draw from a pool of competent service providers for specific assignments during the contract period.

RESPONSE DOCUMENTS ARE DELIVERED TO:

EMAIL DELIVERY AS FOLLOWS:

Quotations are to be submitted by email before the closing date and time to: bids@saiab.nrf.ac.za

ONLY PDF DOCUMENTS ARE ACCEPTABLE

Bidding procedure enquiries may be directed in writing to:		Technical information may be directed in writing to:	
Section	SCM	Section	Support Services
Contact person	Nkosi Khuzwayo	Contact person	Giyani Ngobeni
E-mail address	nc.khuzwayo@saiab.nrf.ac.za	E-mail address	gm.ngobeni@saiab.nrf.ac.za

SUPPLIER INFORMATION

Name Of Bidder

Postal Address

Street Address

Telephone Number

Code Number

Cell Phone Number

Code Number

Facsimile Number

Code Number

E-Mail Address

VAT Registration Number

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	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE status level verification certificate/ sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE]				
Are you the accredited representative in South Africa for the goods /services/works offered?	<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	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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) and if not register as per 2.3 below.

TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

1. BID SUBMISSION:

1.1	Bids must be submitted by the stipulated time to the correct email address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official forms provided or in the manner prescribed in the bid document.
1.3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions Of Contract (GCC) with its special conditions of contract, and, if applicable, any other legislative requirements.
1.4	The successful bidder will be required to fill in and sign a written contract form (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

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

3. VALIDITY PERIOD FROM DATE OF CLOSURE	60 days
---	---------

4. BRIEFING SESSION OR SITE VISIT DETAILS

Attendance:	Compulsory
Date and Time:	12 February 2026 at 14:00
Venue:	NRF-SAIAB
Address:	Somerset Street, Makhanda
Contact Person:	Nkosi Khuzwayo

5. THE BIDDING SELECTION PROCESS

<u>Stage 1 – Compliance to submission requirements</u>
Bidders warrant that their proposal document has, as a minimum; the specified documents required for evaluating their proposals as set out in the Returnable Document List and conform to all the terms, conditions, and specifications as set out in this document.
<u>Stage 2 – Evaluation of Bids against Technical Specifications</u>
Bidders achieving the minimum threshold in the specification to enter the Price/Preference scoring stage:
<u>Stage 2A – Evaluation of Bids against Specifications including Quality</u>
The NRF evaluates each bidder's written response to the specifications issued in accordance to published evaluation criteria set out in this document.
<u>Stage 2B – Due Diligence Interviews or Proof of Delivery/Concept against Specifications</u>
Where circumstances justifies it, the NRF conducts interviews with shortlisted bidders for them to present further

TERMS AND CONDITIONS FOR BIDDING (SBD 1B)

information or provide further proof to the evaluation committee. In these cases, the National Research Foundation provides the areas of concern to the short listed bidders to address in their presentations with this document and, where necessary, may provide further areas of concern to the short listed bidders at this stage.

Stage 2C – Due Diligence Research

The National Research Foundation confirms the recommended bidder(s)'s reference letters with referees to confirm the recommendation(s).

Stage 3 – Price/Preference Evaluation

Basis of fair competition:

The NRF compares each bidder's pricing proposal on an equal and fair comparison basis equitable to all bidders, taking into account all aspects of the bid's pricing requirements including the application of fair pricing tests as set out below in the section "Insufficiency of Funds".

Ranking of the bidders pricing:

The NRF ranks the qualifying bids on price with lowest priced Bid receiving the maximum points (either 80) and the remainder ranked in relation to the lowest priced bid. The NRF adds the bidders' claimed preference points as verified to the submitted preference claim form (SBD 6.1) to provide the final ranking for the award decision.

Stage 4 – Checking Tax Compliance

Stage 4A – Taxpayers Resident in South Africa

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

Stage 4B – Non-Resident Foreign Bidders

Where foreign bidders are submitting a bid, they complete all sections of the SBD1 especially the tax questionnaire. The NRF submit the Foreign Bidder's completed SBD1 to the South African Revenue Service to obtain from the South African Revenue Service the Confirmation of Tax Obligations letter. Where South Africa Revenue Services does not issue the letter, Stage 4A applies in clearing the reason for not receiving the letter.

Stage 5 – Award and Contract Signing

The NRF nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation.

6. ACKNOWLEDGEMENT OF READING EACH PAGE

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

7. CENTRAL SUPPLIER DATABASE REGISTRATION

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

8. CLARIFICATION

If the respondent wishes to clarify aspects of this request or the acquisition process, they contact the officials listed under the enquiries section above. The National Research Foundation does not provide the origin of the request to any party.

9. RESPONSE PREPARATION COSTS

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

10. COLLUSION, FRAUD AND CORRUPTION

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

11. FRONTING

The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. The onus is on the bidder to prove that fronting does not exist, should the National Research Foundation establish and notify the bidder of potential breaches of any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting". Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

12. DISCLAIMERS

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness. The NRF makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and the NRF shall have no liability towards the responding service providers or any other party in connection therewith.

13. CANCELLATION OF THE QUOTATION PRIOR TO AWARD

Procurement not required: The NRF cancels the Bid Invitation prior to making an award if due to changed circumstances there is no need for the specified procurement in the document.

No Acceptable Quotations: The NRF cancels the Quotation Invitation prior to making an award if it receives no acceptable bids i.e. that do not meet the minimum requirements set out in this document.

Invalid Bid Procedure: The NRF cancels the Quotation Invitation prior to making an award if a material irregularity occurred in the bid process.

Insufficiency of Funds at date of Award: The NRF cancels the Quotation Invitation prior to making an award if the funds are no longer available to cover the total estimated contract value at the date of the evaluation.

Quoted Prices are within a fair price range: The NRF cancels the Quotation Invitation where the offered price is defective as being too low or too high to the identified fair price range. The NRF conducts fair pricing tests to arrive at an opinion of reasonableness of the offer price. Where these tests reflect pricing outside of the established fair price range, the evaluators may recommend price negotiation and no other component. The NRF starts negotiation with the winning bidder or, where that bidder refuses negotiation, with the next ranked bidder in the price/preference ranking until a market related price is achieved.

SBD 1 SIGNATURE

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)

DATE:

SCOPE OF WORK

INTRODUCTION TO THE NRF

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

The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programs to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

The **South African Institute for Aquatic Biodiversity (NRF-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.

CONTEXT OF THIS PROCUREMENT

The South African Institute for Aquatic Biodiversity (NRF-SAIAB) operates in a dynamic environment that requires agility, specialised skills and the ability to respond efficiently to fluctuating operational and project-based demands. Due to changing workloads, vacancies, employee absences, compliance-driven initiatives and time-bound projects, the NRF-SAIAB periodically experiences capacity constraints across critical support functions.

To address these challenges, NRF-SAIAB seeks to establish a panel of service providers that can be accessed on an as-and-when-required basis. The panel will enable the Institute to respond promptly to operational requirements while ensuring continuity of service delivery, compliance with legislation and value for money.

CONTRACT PERIOD

The contract period for this bid is three (3) years.

DETAILED SPECIFICATION

The panel will provide support services to the following departments:

- Information Technology (IT)
- Human Resources (HR)
- Communication
- General Administration
- Occupational Health and Safety (OHS)
- Finance
- Supply Chain Management (SCM)
- Facilities Management
- Housekeeping

Service providers may bid for one or more functional areas, depending on their expertise and capacity.

GENERAL REQUIREMENTS APPLICABLE TO ALL SERVICES

Service providers must:

- Demonstrate relevant qualifications, skills and experience in the area(s) applied for
- Indicate availability within agreed timeframes
- Comply with all applicable legislation, regulations and organisational policies
- Maintain confidentiality and data protection standards
- Deliver services on a temporary, fixed-term, or project basis as required

- Provide services on-site

DETAILED SCOPE OF SERVICES BY FUNCTIONAL AREA

1. Information Technology (IT)

Services may include, but are not limited to:

- IT technical support and helpdesk services
- Network and infrastructure support
- Software development and system integration
- Cybersecurity and data protection support
- Systems analysis, testing, and implementation
- IT project management

2. Human Resources (HR)

Services may include:

- Recruitment and selection support
- HR administration and employee records management
- Performance management and organisational development
- Labour relations and employee wellness support
- Policy development and HR compliance advisory services
- Training and skills development support

3. Communications

Services may include:

- Internal and external communication support
- Content development, editing and copywriting
- Media relations and stakeholder engagement
- Branding and marketing support
- Digital communication and social media management
- Event and campaign support

4. General Administration

Services may include:

- Administrative and secretarial support
- Document management and record keeping
- Data capturing and reporting support
- Office coordination and logistics
- Project administration support

5. Occupational Health and Safety (OHS)

Services may include:

- OHS compliance audits and assessments
- Development and implementation of OHS policies and procedures
- Risk assessments and incident investigations
- OHS training and awareness programmes
- Advisory services on applicable OHS legislation

6. Finance

Services may include:

- Financial administration and bookkeeping
- Management and financial reporting
- Budgeting and forecasting support
- Audit preparation and support
- Financial systems support
- Compliance with financial legislation and standards

7. Supply Chain Management (SCM)

Services may include:

- Procurement and sourcing support
- Demand and acquisition management
- Bid and contract administration
- Supplier management and reporting
- SCM compliance and advisory services

8. Facilities Management

Services may include:

- Facilities management support
- Maintenance planning and coordination
- Health, safety, and environmental compliance related to facilities
- Facilities project management

9. Housekeeping

Services may include:

- Provision of temporary and relief housekeeping staff
- Daily cleaning services for offices, boardrooms, ablution facilities, kitchens, and common areas
- Deep cleaning services on a scheduled or ad-hoc basis
- Waste management and recycling support
- Cleaning of windows, carpets, and upholstery (where required)
- Supply and use of appropriate cleaning equipment, materials, and consumables (where applicable)
- Compliance with health, safety, and environmental standards
- Supervision and quality control of housekeeping personnel
- Support during events, high-traffic periods, or special organisational requirements

DELIVERABLES

Depending on the assignment, deliverables may include:

- Detailed work plans and timelines
- Progress and status reports
- Completed projects or assignments
- Knowledge transfer and handover documentation
- Final close-out reports

The contracted service providers are required to be based in the Eastern Cape Province within a maximum radius of 150 km of Makhanda (Grahamstown) in the Eastern Cape. This is to ensure availability for on-site services required.

ALLOCATION OF WORK

- For this panel, four (4) highest scoring and compliant bidders, in the areas/department applied for, in terms of price and preference will be placed on the panel according to the areas/department applied for. The successful bidders will be categorised on the panel based on the areas/department applied for.
- Work will be allocated on a rotational basis among panel members within the areas/department applied for.
- Appointment to the panel does not guarantee work.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All information, data, and materials generated during assignments shall remain the property of the NRF-SAIAB and must be treated as confidential.

BIDDER APPLICATION MATRIX: AREAS / DEPARTMENTS APPLIED FOR

Bidders are required to indicate clearly the functional areas and departments for which they are submitting their application. Bidders may apply for **one or more areas**, provided they meet the minimum requirements for each selected area.

The completed matrix below will form part of the bidder's submission and will be used during evaluation and panel allocation.

No.	Functional Area / Department	Applying (Yes/No)
1	Information Technology (IT)	
2	Human Resources (HR)	
3	Communication	
4	General Administration	
5	Occupational Health and Safety (OHS)	
6	Finance	
7	Supply Chain Management (SCM)	
8	Facilities Management	
9	Housekeeping	

SETS OF QUOTATION DOCUMENTS REQUIRED

Number of ORIGINAL bid documents for contract signing

1

Bidders must submit the above number of documents to SAIAB by email in PDF format. These serve as the original sets for the legal bid document and, upon award and signature, the legal contract document between the bidder and the NRF. (Where only one set is requested, this remains with the NRF). The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents..

RETURNABLE DOCUMENTS REQUIRED

The bidder is to complete this table and to supply the necessary page references to the supporting documentation. **A bidder failing to adequately meet the below requirements may be disqualified.**

Legislative/Technical Documents	Compliance
---------------------------------	------------

(M – Mandatory); (O – Optional)	Submitted	Bid Section Reference	Reference to Bidder's document
<u>Bidder Eligibility</u>			
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 6
Bidder Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 17
Preference Points Claimed (SBD 6.1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 20
<u>Selection Criteria</u>			
The Bidder must demonstrate experience in providing similar support services. <u>Document required as proof:</u> CV indicating at least 2 years of experience in the in the area(s) applied for.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Bidder must submit proof of qualifications and skills. <u>Document required as proof:</u> <ul style="list-style-type: none"> • All departments excluding Housekeeping: Minimum NQF level 6 certification in the in the area(s) applied for. • Housekeeping: Minimum – Matric (Grade 12) 	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Bidder must indicate ability for availability within the required timeframes.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The Bidder must be based in the Eastern Cape Province within a maximum radius of 150 km of Makhanda (Grahamstown) in the Eastern Cape <u>Document required as proof:</u> Municipal rates and taxes statement; Lease agreement; or Letter from Ward Councillor	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Due diligence of Eligibility</u>			
Two (2) written references with contact details for those customers for whom the bidder has completed work within the last thirty-six months. MUST indicate a minimum standard per line item of "above satisfactory" or higher and that they would use the supplier's services again in future OR contact details of two customers for the thirty six months where practical to enable verbal references.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 24-26
<u>Price Offered Documents</u>			
Pricing (SBD 3) in this document to be completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page 13

ELIGIBILITY CRITERIA (GO/NO-GO)

Selection Element		Meet Specification Minimum	Bid Section Reference	Reference to Bidder's document
1	Fully completed Procurement Invitation (SBD 1) including all documents in the Bidder Eligibility section, and signed Bid Submission Certificate form.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 3 Page 17 Page 20 Page 28	
2	The Bidder must demonstrate experience in providing similar support services. <u>Document required as proof:</u> CV indicating at least 2 years of experience in the in the area(s) applied for.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
3	The Bidder must submit proof of qualifications and skills. <ul style="list-style-type: none"> • All departments excluding Housekeeping: Minimum NQF level 6 certification in the in the area(s) applied for. • Housekeeping: Minimum – Matric (Grade 12) 	<input type="checkbox"/> YES <input type="checkbox"/> NO		
4	The Bidder must indicate ability for availability within the required timeframes.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
5	The Bidder must be based in the Eastern Cape Province within a maximum radius of 150 km of Makhanda (Grahamstown) in the Eastern Cape.			
6	Evaluation of references demonstrates that the reference letters meet the minimum threshold of “Meets requirements” against the risk areas listed in the reference letter template or verbal reference check	<input type="checkbox"/> YES <input type="checkbox"/> NO	Page 24-26	

SBD 3.1: PRICING DETAIL

Pricing Special Conditions

1	Pricing Schedule: In terms of General Conditions of contract clause 17.1, the price schedule remains unchanged for the duration of the contract with the NRF accepting no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract with the exception of any price adjustments authorised in the Special Conditions of Contract for pricing set out below:
2	Firm Quantities over the Contract Period: The NRF states what firm quantities are required during the current period. The NRF determines the time of delivery during the contract period.
3	Estimated quantities over the Contract Period: The NRF may require further quantities during the current contract period for the reason of future operational requirements where the quantities and timing are not yet known at the date of bid.

SBD 3.1: PRICING DETAIL

4	<u>Ceiling Price Calculation:</u> For bidding purposes and to establish the contract ceiling price, the NRF provides estimated quantities of what its requirements and estimated timing during the contract period for bidders to establish their pricing.
5	<u>Commitment to Contracted Service Provider:</u> The NRF does not provide guarantees or commitments that it will order this entire amount during the contract's life. The NRF, through the signed contract, guarantees its procurement of the specified goods and/or services is from the contracted party only. The NRF, when issuing the written purchase order, guarantees that the funding is available . and/or with the actual quantity and time of delivery being determined when such quantities are needed..
6	<u>Commitment of funding to the Contract:</u> The NRF, when issuing the written purchase order under the contract , guarantees that the funding is available for that purchase order.
7	<u>Placement of written purchase orders for actual quantities ordered:</u> The NRF manages the execution of this contract through the issue of written purchase orders – stipulating quantity, description, delivery date, and the unit price as set out in this contract - for the contracted supplies.
8	<u>Price Adjustments:</u> In terms of <u>General Conditions of Contract clause 17.1</u> , the price adjustments with the rules for application are set out below as special conditions of <u>Contract Clause 17.1</u> . <u>Price adjustments and their corresponding rules are for the management of price risks on the basis of the NRF and the contracted bidder sharing the risk equally.</u>
9	<u>Price quoted</u> is South African Rands in terms of General Conditions of contract clause 16.4
10	<u>Price Basis</u> Price quoted is fully inclusive of all costs including delivery to the specified NRF price delivery point and includes value- added tax, income tax, unemployment insurance fund contributions, and skills development levies in terms of General Conditions of contract clauses 12, 32.1, and 32.2.
11	<u>Price Delivery Point:</u> In cases where different delivery points influence the pricing, the bidder submits a separate pricing schedule for each delivery point. Delivery points are: <i>NRF- SAIAB, Somerset Street, Makhanda</i>
12	<u>Detail Pricing Support:</u> Detailed information e.g. costed bill of quantities is optional where not stated in the price schedule below and is provided as an annexure to the details included in this SBD 3
13	<u>Application of Preference Points:</u> Pricing is subject to the addition of Preference Points as stipulated below - Standard Bidding Document 6.1 Preference claim form.

SBD 3.1: PRICING DETAIL

PRICING SCHEDULE

No amount of services is guaranteed, the requirement listed below is for use in pricing comparison. Services which will be required over the duration of the contract are dependent on circumstances which cannot be determined in advance and are not restricted to the items and quantities included below. The total value of the contract is limited to under R 500 000 over the contract period.

	QTY	DESCRIPTION/ (Reference to specific specification)	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	5	Support services rate (including travelling costs and accommodation)	Day		
The total is determined by multiplying quantity by unit price for all line items (Costs must all be VAT inclusive at all times.)					
TOTAL VALUE OF ABOVE					R

GENERAL CONDITIONS OF CONTRACT

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause below the relevant GCC. The National Research Foundation has filed its General Conditions of Contract (GCC) on its website (<http://www.nrf.ac.za/procurement/General-Conditions-of-Contract>). These form part of this document's contract conditions. The NRF deems the bidder to have accessed and read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract, listed below, shall prevail over the General Conditions of Contract.

SPECIAL CONDITIONS OF CONTRACT

- 1 **Implementation Planning and Project Management:** The contracted provider will arrange an initial meeting to determine delivery execution with the assigned NRF project team. Both parties will review the proposed project execution plan submitted with the bid and agree on the finalised timetable stating clearing commence date and completion date of each stage of the implementation. Special conditions pertaining to project management are listed below (if applicable).
- 2 **Performance verification:** In terms of GCC Clause 16 read with the SCC Clause 16.2A, the NRF appointed contract manager or agent verifies that the performance of this contract in terms of services, delivery service, goods, labour and any other element specified in this contract is at the contracted performance level and/or the goods meet the contracted specifications with the represented of the contracted provider. Both parties verify this through signing the verification documentation. Both parties, at this time, agree on quantity, unit cost and total value on the same signed document.
- 3 **Contracted Party Due Diligence:** The NRF has the right to conduct supply chain due diligence including site visits and inspections at any time during the contract period.
- 4 **Communication:** The contracted parties communicate in writing through mail, delivery, or email. The contracted party states the contract number and purchase order number, if the latter is applicable, on communication documentation. The contract party does not act upon any communication without the contract number or must verify such communication with the assigned NRF contract manager prior to acting upon it.
- 5 **Occupational Health and Safety when working on NRF sites:** All personnel performing work on NRF site/s as part of this contract are responsible to obtain safety induction.

Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the contracted party meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.

The contracted party, once signing the contract (SBD 7), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The contracted party performs all work and uses equipment on site complying with the provisions of the Act.

To this end, the contracted party shall make available to the NRF on the valid Letter of Good Standing in terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations) that the NRF drafts.

GENERAL CONDITIONS OF CONTRACT

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

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

- 6 The contract price is subject to contract price adjustment in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the service provider and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.

MANAGEMENT OF PERFORMANCE LEVELS

1. The Performance Levels are in the table below.
2. The NRF measures the contracted bidder's performance against these in the execution of the contract.
3. The contracted bidder recognises that its failure to meet the performance levels has material adverse impact on the operations of NRF and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to precise determination.
4. The NRF excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of the NRF or its staff or circumstances of force majeure as referred to in this Agreement.
5. If the contracted bidder fails to meet any performance level:
 1. The contracted bidder shall investigate and report on the root causes of the performance level failure;
 2. Promptly correct the failure and begin meeting the set performance levels;
 3. Advise the NRF as and to the extent requested by the NRF of the status of remedial efforts being undertaken with respect to such performance level failure; and
 4. Take preventive measures to prevent the recurrence of the performance level failure.
6. Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set in this document. The NRF deems failure by the contracted bidder to measure performance with respect the contract specifications for any measurement period as a failure to meet the stipulated performance levels.

MANAGEMENT OF PERFORMANCE LEVELS

PERFORMANCE LEVELS STATEMENT

Service/Goods being Measured	Measurement Methodology	Penalty/Bonus and level applicable from
Professionalism:	<ul style="list-style-type: none">• Timely (within 48 hours) and reasonable response to communication with SAIAB• Meet expectations for NRF-SAIAB requirements of contracted project.• Adherence to confidentiality clauses.• Adherence to standard operating procedures for NRF-SAIAB.• Respectful interactions with NRF-SAIAB staff, research teams and students.	<p>Consistent meeting measurement criteria = Satisfactory</p> <p>Consistent (\geq 3 times in a row) failure to meet measurement criteria = Poor</p> <p>Consistent meeting or exceeding management criteria = Above satisfactory.</p> <p>Service providers that demonstrate poor performance will receive a warning on the first occasion. On the second occasion, their contract will be terminated.</p>

SBD 4 - BIDDER DISCLOSURE

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.

1. 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.

SBD 4 - BIDDER DISCLOSURE

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**

1. If so, furnish particulars:

.....
.....

2. 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

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.

SBD 4 - BIDDER DISCLOSURE

the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

1. 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

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

2.

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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.

Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer must submit Proof of B-BBEE status level of contributor.

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

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

Referee Legal Name:

REFERENCE ON COMPANY:

Bid Number: [Subject]

Bid Description Appointment of a panel of temporary and project-based support services for a period of three (3) years.

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

Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Professionalism			
Interpersonal skills			
Time Keeping			
Satisfaction with the services provided			
Competency as a support service provider			
Reliability of the services provided			
Overall Impression	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:

Date:

OPTIONAL REFERENCE LETTER FORMAT

Referee Letterhead

Referee Legal Name:																																											
REFERENCE ON COMPANY:																																											
Bid Number:	[Subject]																																										
Bid Description Appointment of a panel of temporary and project-based support services for a period of three (3) years.																																											
Describe the service/work the above bidder provide to you below																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Criteria / risks</th> <th style="width: 25%;">Below requirements</th> <th style="width: 25%;">Meets requirements</th> <th style="width: 25%;">Exceeds requirements</th> </tr> </thead> <tbody> <tr> <td>Professionalism</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Interpersonal skills</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Time Keeping</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Satisfaction with the services provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Competency as a support service provider</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reliability of the services provided</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Overall Impression</td> <td colspan="3">Other comments</td> </tr> <tr> <td>Approximate value of contract</td> <td colspan="3"></td> </tr> <tr> <td colspan="3">Would you use the provider again?</td> <td style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </tbody> </table>				Criteria / risks	Below requirements	Meets requirements	Exceeds requirements	Professionalism				Interpersonal skills				Time Keeping				Satisfaction with the services provided				Competency as a support service provider				Reliability of the services provided				Overall Impression	Other comments			Approximate value of contract				Would you use the provider again?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Criteria / risks	Below requirements	Meets requirements	Exceeds requirements																																								
Professionalism																																											
Interpersonal skills																																											
Time Keeping																																											
Satisfaction with the services provided																																											
Competency as a support service provider																																											
Reliability of the services provided																																											
Overall Impression	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:	
Date:	

GENERAL CONDITIONS OF CONTRACT

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

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation therefore appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause. Special Conditions specific to this bid contract are in this document.

The National Research Foundation has filed its General Conditions of Contract (GCC) on its website (<http://www.nrf.ac.za/procurement/General-Conditions-of-Contract>). These form part of this document's contract conditions. Bidders are deemed to have accessed and read the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

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

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

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

	Invitation to Bid (SBD 1)	Specification(s) set out in this Quotation Invitation inclusive of any annexures thereto
	Bidder's responses to this invitation as attached to this document	Pricing Schedule(s) (SBD3) including detailed schedules attached
Local Content and Local Manufacturing Certification (SBD 6.2) in accordance with the SABS standard		
Bidder Disclosure (SBD 4)		
Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022, supported by a valid certified BBBEE certificate.		
General Conditions of Contract and special/additional conditions of contract as set out in this document		

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

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

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

BID SUBMISSION CERTIFICATE FORM - (SBD 1)

I certify that the information furnished in these declarations (SBD 3, SBD 4, SBD 6.1) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.

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

NAME (PRINT)	
CAPACITY	
SIGNATURE	
WITNESS 1	
NAME	
SIGNATURE	
WITNESS 2	
NAME	
SIGNATURE	
DATE	