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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description: nrf | | | | | | | | | | | |
| **INVITATION TO BID (SBD 1)  on procurement requirements** | | | | | | | | | | | |
| YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS | | | | | | | | | | | |
| BID NUMBER | | | | NRF/SAASTA 19/2016-2017 | | | | | | | |
| CLOSING DATE AND TIME | | | | **31 MARCH 2017 @ 11H00** | | | | | | | |
| BID DESCRIPTION | | | | | | | | | | | |
| **Identification and appointment of a number of service providers to offer a series of science, technology, engineering and mathematics and innovation (STEMI) activities during the National Science Week which will run from 5 – 12 August 2017 through funding by SAASTA** | | | | | | | | | | | |
| **Bidders must sign the signature page of the form SBD1 validating all documents included in the response to this invitation.** | | | | | | | | | | | |
| **The successful bidder and the NRF/SAASTA will sign the written Contract Form (SBD 7) once the delegated authority has approved the award of such contract.** | | | | | | | | | | | |
| Preferential Procurement System Applicable: | | | | | | | **90/10** | | | | |
| Validity Period From Date Of Closure: | | | | | | | **150 days** | | | | |
| **Non-compulsory** **briefing session** | | | Date and Time | | **08 MARCH 2017 @ 11h00** | | | | | | |
| Location | | **211 Nana Sita street, NRF/SAASTA Didacta Building** | | | | | | |
| Contact Person | | Please confirm two days before the meeting time with Lotty Mathabatha, [lotty@saasta.ac.za](mailto:lotty@saasta.ac.za) or Bafedile Kgwadi, [bafedile@saasta.ac.za](mailto:bafedile@saasta.ac.za)  **Please bring a copy of this document with you to the meeting.** | | | | | | |
|  | | **BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:** | | | | | | | | | |
| **PHYSICAL ADDRESS**  211 Didacta Building, Nana Sita Street  Pretoria, 0001 | | | | **AND ADDRESSED AS FOLLOWS:**  On the face of the envelope: Attention: SCM, the Bid Number, Bidder’s Name, Postal Address, Contact Name, Telephone Number and email address must appear | | | | | |
|  | | **No electronic submissions will be accepted.** | | | | | | | | | |
|  | | **BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF/SAASTA TO CONSIDER IT. THE NRF/SAASTA WILL NOT CONSIDER THE BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.** | | | | | | | | | |
|  | | Bidders must submit their bid response on the official bid invitation forms (**not to be re-typed**) with additional information provided on attached supporting schedules. **The NRF/SAASTA provides the checklist “Returnable Documents” on Page 3 of the bid invitation of all required documentation with certain documentation mandatory for entering the evaluation phase.**  **Non-submission of these marked documents will lead to disqualification of the bidder.** | | | | | | | | | |
|  | | THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION. | | | | | | | | | |
| The NRF/SAASTA deems the bidder has read and accepted these conditions of contract. | | | | | | | | | |
|  | | **REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):** | | | | | | | | | |
| The bidder must register on the National Treasury’s Central Supplier Database in order to do business with an organ of state or for the NRF/SAASTA to award a bid or contract. Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.  National Treasury Contact Details: **012 406 9222** or email **csd.support@treasury.gov.za** | | | | | | | | | |
| SETS OF BID DOCUMENTS REQUIRED: | | | | | | | | | | | |
|  | Number of ORIGINAL documents for contract signing | | | | | | | | 2 | | |
| Bidders must submit the bid in hard copy format (paper document) to the NRF/SAASTA. The hard copy of these original sets of bid documents serve as the legal bid contract document and the master record between the bidder and the NRF/SAASTA. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.  Any discrepancy between the evaluation copies and the master record, the master record will prevail. Any discrepancy between the original sets deposited with the NRF/SAASTA and that kept by the bidder, the original set deposited with the NRF/SAASTA is the master contract for both parties. | | | | | | | | | | |
| Number of copies: | | | | | | | | 7 | | |
|  | Bidders mark documents as either “**Original**” or “**Copy for evaluation**” and **number all pages sequentially**. | | | | | | | | | | |
|  | ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING | | | | | | | | | | |
| **TECHNICAL ENQUIRIES** | | | | | **SUPPLY CHAIN MANAGEMENT ENQUIRIES** | | | | | |
| Bafedile Kgwadi  011 551 5940/7  bafedile@saasta.ac.za | | | | | Tshepo Matheane  012 392 9300/58  Tshepo@saasta.ac.za | | | | | |
| RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION | | | | | | | | | | | | |
| **RETURNABLE DOCUMENTS (M = Mandatory (Go/No Go) N/M = Not Mandatory)** | | | | | | | |  | | | | |
|  | | Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 6.1, 8 and 9 | | | | | | M | | YES | NO | |
|  | | SBD 3 Proposal to specification including evidence of meeting the specification, capacity, capability and budget. | | | | | | M | | YES | NO | |
|  | | Proof of Registration on the Government’s Central Supplier Database | | | | | | M | | YES | NO | |
|  | | B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https:\\www.thedti.gov.za/gazette/Affidavit\_EME.pdf | | | | | | N/M | | YES | NO | |
|  | | Three contactable references **(FOR NEW BIDDERS ONLY)** | | | | | | M | | YES | NO | |
|  | | Budget Template | | | | | | M | | YES | NO | |
| THE BIDDING PROCESS | | | | | | | | | | | |
| **This bid is evaluated through a three stage process** | | | | | | | | | | | |
|  | Stage 1 – Compliance to Requirements including Mandatory as these are GO/NO GO gates  Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF/SAASTA provides the Returnable Document Checklist listing these and which documents are GO/NO GO under Returnable documents checklist”  **The NRF/SAASTA evaluates only proposals that are 100% acceptable in terms of the Returnable Document List. The NRF/SAASTA disqualifies bidders not compliant with this list for Stage 2.** | | | | | | | | | | |
| Stage 2 – Evaluation of Bids against Specifications and Quality  The NRF/SAASTA evaluates each bidder’s response against the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation.  The NRF/SAASTA will, where circumstances justify it, request an evaluation session such as interviews/presentations/pitching sessions/proof of functionality sessions with short-listed bidders before concluding the evaluation.  Bidders making the minimum evaluation score of 60% will pass to stage 3. | | | | | | | | | | |
| Stage 3 – Costing analysis & funding allocation   * As per previous years, a large number of proposals are expected and which are required to be funded. Evaluation of costing may require the grant holder, upon feedback from the Evaluation Committee, to reassess their proposal and submit revised final and best offers enabling as many activities across as many centres as possible. The respondent has the right to accept or decline. * In a situation where the total amount of approved bids exceed the total amount available for the project the panel will consult the bidders regarding any proposed cut of their budget. The distribution of the project’s available budget will be determined according to the following criteria:  1. The score achieved for the Functional Evaluation; 2. The average cost per person; 3. The number of municipal districts covered by the proposal.   **Supplementary Proposal and Budget – Optional (Depending on availability of funds):**  Certain bidders are able to attract higher volumes of public, but require extra funding. Therefore, you may submit a supplementary budget to request extra funding over and above the R250 000-00 award cap. The conditions are as follows:   * + Your first proposal only offered activities to the general public. (No learners or educators).   + Your proposal and budget was approved by the panel.   + Only public may be incorporated in the supplementary budget activities.   + Your activities will be held in a district that has been rated a ‘3’ on Annexure A.   + All the terms and conditions have been met.   **Note:**   * Please include the supplementary proposal and budget in the same envelope, but clearly indicated as supplementary. It is not guaranteed that the supplementary budget will be awarded even if all the above criteria are met. This is dependent on availability of funds. * If Director(s) or Manager(s) or Project/Team Member(s) found to appear in more than one entities or companies, only one entity or company will be recognized for evaluation and funding.   **NB: PLEASE NOTE THAT IN –HOUSE SERVICES, IF ANY, NEEDS TO BE DECLARED UPFRONT IN THE PROPOSAL SO THAT THEY CAN BE APPROVED. IF NOT DECLARED, PLEASE NOTE THAT THEY WILL DEFINITELY NOT BE APPROVED DURING RECONCILIATION OF YOUR REPORT.** | | | | | | | | | | |
| **Bid Procedure Conditions:** | | | | | | | | | | | |
|  | **Counter Conditions**  The NRF/SAASTA draws bidders’ attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids. | | | | | | | | | | |
| **Response Preparation Costs**  The NRF/SAASTA is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations. | | | | | | | | | | |
| **Cancellation Prior To Awarding**  The NRF/SAASTA reserves the right to withdraw and cancel the Bid Invitation at any time prior to the delegated authoriser making an award. | | | | | | | | | | |
| **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. | | | | | | | | | | |
| **Fronting**  The NRF/SAASTA, 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. Should any of the fronting indicators as contained in the “Guidelines on complex Structures and Transactions and Fronting”, issued by the Department of Trade and Industry, be established during such inquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. 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/SAASTA may have against the bidder concerned. | | | | | | | | | | |
| **Sub-contracting Direct**  The NRF/SAASTA does not enter into any separate contracts with sub-contracted suppliers of its appointed bidders. | | | | | | | | | | |
| **Information Provided In The Procurement Invitation**  All information contained in this document is solely for the purpose of assisting bidders to prepare their Bids. The NRF/SAASTA prohibits bidders from using any of the information contained herein for other purpose than those stated in this document. | | | | | | | | | | |
|  | **TARGET PARTICIPANTS**  **The Five Year Strategy puts emphasis on the general public.**  **A clear indication of your target participants is required. The possible target participants are:**   * **General public** * **Educators** * **Learners (Grade 1 to Grade 12)** * **Students in Further Education and Training (FET) and Higher Education Institutions (HEI)** * **Politicians or decision-makers** * **Government departments involved in scientific and technological activities** * **Scientists** * **Journalists**   **QUALIFYING THRESHOLDS FOR FUNCTIONAL EVALUATION**  Second stage of qualifying criteria   * Proposals scoring less than the minimum threshold of **60%** will not be awarded. * Evaluation scoring for all criteria other than “mandatory requirements” is scored using the rating below:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 0 | 1 | 2 | 3 | 4 | 5 | | Defined as not meeting the minimum specifications set | Defined as the quality of the proposal is poor | Defined as the quality of the proposal is good | Defined as the quality of the proposal is good with added value | Defined as the quality of the proposal is excellent | Defined as the quality of proposal is excellent with added value | | | | | | | | | | | |

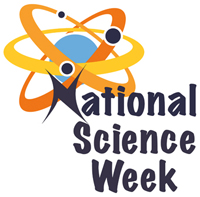
* NRF/SAASTA reserves the right to communicate recommendations/queries and the right to request the grant holder to provide a revision of their original proposal in terms of such recommendations / queries only and, to be returned to SAASTA as per the instructed deadline provided in the feedback.
* Only bidders that meet the evaluation criteria will be selected for financial support.

The evaluation criteria on technical aspects are:

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ELEMENT** | **WEIGHT** | **SCORE** |
| **1.** | **PROJECT MANAGEMENT – Evaluation of this component will be based on the activity evaluation framework: item - inputs** |  |  |
| 1.1. | Is the project well-resourced in terms of STEMI specialists, platforms for marketing and sharing of information, references to websites, social platforms and libraries etc.?   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | Project is run by only one person who is not a STEMI specialist and has no platform to market or advertise | 1 | | Project is run by only one person who is a STEMI specialist and has no platform to market or advertise | 2 | | Project is run by a minimum of two persons of which one is a STEMI specialist and has some form of advert in a public space like in a library or a website | 3 | | Project is run by a minimum of two persons of which one is a STEMI specialist and has a dynamic website or other social platforms for marketing and advertising | 4 | | Projects is run by more than two persons of which two or more are STEMI specialists and has a dynamic website or other social platforms for marketing and advertising. | 5 | | 10 |  |
| **2.** | **REACH** |  |  |
| 2.1. | District rating as per annexure A – (1 easy to reach and 3 difficult to reach). Has the geographical reach been clearly defined in terms of municipal districts as per Annexure A?   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | Venue(s) in a district with rating of 1 | 1 | | Venue(s) in a district with rating of 2 | 2 | | Venue(s) in a district with rating of 1&2 | 3 | | Venue(s) in a district with rating of 3 | 4 | | Venue(s) in a district with rating of 1&3 or 2&3 | 5 | |  |  | | 10 |  |
| **3.** | **CONTENT:** |  |  |
| 3.1. | How well is the content (activities) of the proposal aligned to the objectives and theme as outlined in paragraph 3 and paragraph 6 respectively?   |  |  | | --- | --- | | **Description** | **Rating** | | No objective indicated | 0 | | Objectives are indicated, but it is not clear in each case how the activities relates to the objectives (activities were forced to suit the objectives) | 1 | | Activities address one objective | 2 | | Activities address two objectives | 3 | | Activities address three objectives | 4 | | Activities address all four objectives | 5 | | 25 |  |
| 3.2. | Can the structure of the activities in the proposal provide participants with an appreciation of the value of science in their lives?   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | No activity with practical component and no real life examples | 1 | | Minimum of one activity with real life example/s and no practical | 2 | | All activities with real life example/s | 3 | | All activities have real life examples and all have a practical component | 4 | | All activities have real life examples and all have a practical component and reference to where SA has a geographic advantage | 5 | | 20 |  |
| 4. | How does the proposal guarantee the quality of the scientific content? |  |  |
| 4.1. | The appropriateness in which the messages are packaged for your intended target participants.(Things to be looked at are the language used and level of content)   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | The quality of the science content is not satisfactory | 1 | | Language to be used is indicated and can be understood by the audience and activities have no real life examples | 2 | | Language to be used is indicated and can be understood by the audience and activities can be related to a minimum of one real life example | 3 | | Proposal has more than one language to be used and can be understood by the audience and activities can be related to a minimum of one real life example | 4 | | Proposal has more than one language to be used and can be understood by the audience and activities can be related to more than one real life examples | 5 | | 15 |  |
| **5.** | **Confidence in the ability to deliver:** |  |  |
| **Here the evaluation panel will be looking at experience and knowledge of the project leader and team** |
| 5.1. | Has the team implemented similar projects before?   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | Have not run projects before | 1 | | Have run projects previously but not similar to NSW | 2 | | Have run a minimum of one similar project | 3 | | Have run two projects (of which one was a previous NSW) | 4 | | Have run NSW three or more times. | 5 | | 10 |  |
| 5.2. | Does the team have access to or hold the capacity to implement the project? The panel will be looking at whether the proposal shows a full understanding of the capacity needed to run the proposed implementation successfully.   |  |  | | --- | --- | | **Description** | **Rating** | | No information | 0 | | The proposal consists of one team member with no contingency plan | 1 | | The proposal consists of one team member with a contingency plan | 2 | | The proposal consists of a project manager or team leader and one team member and responsibilities are clearly indicated with a contingency plan | 3 | | The proposal consists of a project manager or team leader and two (with a contingency plan) or more team members (without a contingency plan) and responsibilities are clearly indicated | 4 | | The proposal consists of a project manager or team leader and more than two with a contingency plan and responsibilities are clearly indicated | 5 | | 10 |  |
| **TOTAL** | | **100** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THE BIDDERS PARTICULARS | | | | | | | | | | | | | | | | | |
|  | Name Of Bidder (As stated on the Central Supplier Database registration report) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | Represented By | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | Postal Address | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | Telephone Number | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | Cell Phone Number | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | Facsimile Number | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | E-Mail Address | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | VAT Registration Number: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | COMPANY REGISTRATION NUMBER | | | | | | |  | | | | | | | | | |
|  | DESCRIBE PRINCIPAL BUSINESS ACTIVITIES: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | TYPE OF COMPANY/FIRM [Tick applicable box] | | | | | | | | | | | | | | | | |
| Partnership/Joint Venture/Consortium | | | | | | | |  | | | | | | | | |
| Close Corporation | | | | | | | |  | | | | | | | | |
| (Pty) Limited | | | | | | | |  | | | | | | | | |
| One person business/sole proprietor | | | | | | | |  | | | | | | | | |
| Company | | | | | | | |  | | | | | | | | |
| Other | | | | | | | |  | | | | | | | | |
|  | COMPANY CLASSIFICATION [Tick applicable box and provide short description] | | | | | | | | | | | | | | | | |
| Manufacturer: | | | | | | | |  | | | | | | | | |
| Supplier: | | | | | | | |  | | | | | | | | |
| Professional Service Provider: | | | | | | | |  | | | | | | | | |
| Research and Innovation: | | | | | | | |  | | | | | | | | |
| Construction: | | | | | | | |  | | | | | | | | |
| Logistics: | | | | | | | |  | | | | | | | | |
| Other: | | | | | | | |  | | | | | | | | |
|  | TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS | | | | | | | |  | | | | | | | | |
|  | TAX CLEARANCE CERTIFICATE | | | | | | | | | | | | | | | | |
| Has an original and valid tax clearance certificate been submitted or Central supplier database certificate with green tax status | | | | | | | | | | | | | | Yes/No/NA | | |
|  | SUPPLIER NUMBER IS ON THE NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE: | | | | | | | | | | | | | | | | |
| Supplier Number | | | | | **M** | Unique Registration Reference Number (36 digit) | | | | | | |  | | | |
|  | PREFERENCE CLAIM | | | | | | | | | | | | | | | | |
| Preference claim form been submitted for your preference points? (SBD 6.1) | | | | | | | | | | | | | | Yes/No/NA | | |
| **A B-BBEE status level verification certificate must support preference points claimed. Has this been submitted?** | | | | | | | | | | | | | | Yes/No/NA | | |
| Who was the B-BBEE certificate issued by [Tick applicable box] | | | | | | | | | | | | | | | | |
|  | | | A verification agency accredited by the South African Accreditation System (SANAS); | | | | | | | | | | | Yes/No/NA | | |
| Affidavit confirming turnover and black ownership or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership certified by the registered Commissioner of Oaths | | | | | | | | | | | Yes/No/NA | | |
| A Registered Auditor registered by IRBA | | | | | | | | | | | Yes/No/NA | | |
| INTRODUCTION TO THE NRF | | | | | | | | | | | | | | | | | |
|  | The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. | | | | | | | | | | | | | | | | |
| The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities. | | | | | | | | | | | | | | | | |
| The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units. | | | | | | | | | | | | | | | | |
| INTRODUCTION TO THE NRF/SAASTA | | | | | | | | | | | | | | | | | |
|  | The South African Agency for Science and Technology Advancement (NRF/SAASTA) is a business unit of the NRF with the mandate to advance public awareness, appreciation and engagement of science, technology, engineering, mathematics and innovation (STEMI) in South Africa. The facility is located at 25.7509° S, 28.1893° E (GPS coordinates).  **BACKGROUND TO THE NATIONAL SCIENCE WEEK PROJECT**  National Science Week (NSW), an initiative of the Department of Science and Technology (DST), is a countrywide celebration of STEMI involving various stakeholders and/or role players conducting STEMI activities during the declared week. NSW takes place simultaneously in multiple sites in all the nine provinces.  NRF/SAASTA has been appointed by the DST as the implementing agency and play the role of coordinating and managing activities pertaining to the project.  Each year a different theme is chosen and activities are offered around these themes to the target participants. The NSW is a mass participation initiative within the context of the Science Engagement Strategy and its objectives are the following:   * to popularize science to the broader South African society, * to serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DST and other government departments in enabling research, development and innovation, * to make Science Technology Engineering Mathematics and Innovation (STEMI) appealing to learners, such that they consider STEMI as preferable career options, and * to familiarise targeted participants with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens.   **THE GOAL OF THE NATIONAL SCIENCE WEEK (NSW)**  To contribute to the development of a society that is knowledgeable about science, critically engaged and scientifically literate (that is, the primary goal of the Science Engagement Strategy). | | | | | | | | | | | | | | | | |
| The theme of the NSW 2017 The theme of the National Science week 2017 is “ **SCIENCE FOR TOURISM'** | | | | | | | | | | | | | | | | | |
| CONTEXT & SERVICES REQUIRED | | | | | | | | | | | | | | | | | |
|  | Organisations who qualify to receive grant funding are expected to do the following:  *(refer to page 4 & 7 for qualifying mandatory requirements and thresholds)*   * Handle the necessary logistical arrangements to create an enabling environment of the celebration of the NSW 2017 to take place in the geographic area(s) in which they will be operating. * Secure a venue that is accessible, safe and secure by complying with the standard safety and security requirements pertaining to organised industry/manufacturing site visits and Research Facility visits. * Where transport is required for target participants to ensure their access to organised NSW celebrations, transport arrangements should be handled in conformance with the enabling regulations, including satisfying all the indemnification requirements and road worthiness of the transport used. * Embark on means and strategies to attract learners, students, general public, media, scientists and other target participants to be part of the organised NSW activities. * Where necessary depending on the targeted audiences and time that will be spent on the activity/ies provide catering for target participants in the NSW activities. * Establish a technical programme of science, technology, engineering, mathematics and innovation activities (STEMI) that will be conducted during the NSW 2017. Grant holders are expected to carry out research in order to emerge with creative and innovative approaches and activities to celebrate the NSW.   Such STEMI approaches activities should:   * Popularise STEMI as attractive, stimulating, exciting and relevant to daily life to the benefit of all sections of the population. * Use STEMI a recreational tool, including but not limited to games, funny science jokes, concerts, communicating STEMI through arts, musical genres and sky viewing. * Create awareness of astronomy, marine sciences, palaeoscience, space science and technology, indigenous knowledge systems, biodiversity, biotechnology, energy.   + - Create platforms and opportunities for the public to demonstrate the role of social sciences in understanding the impact of STEMI in people’s life.     - Stimulate interest in and create awareness in science, technology, engineering and mathematics (STEM) careers, including STEM research careers.     - Create platforms and opportunities for the non-scientific community to engage with the scientific community, and engagement within the scientific community. Such engagements could be through physical contact in seminars, workshops, lectures, science c*afés, debates etc. and/or virtual using online means and relevant media platforms.*     - Create space for budding and aspirant scientists within the schooling and university systems to showcase their STEMI projects and communicate them to their peers and the general public  1. Demonstrate the contribution of STEMI to sustainable development and improved quality of life. These will include, but not limited to the protection of the South African biodiversity heritage. 2. The understanding and managing the possible consequences of climate change and environmental degradation. 3. The way in which STEMI enhances the key sectors of the South African economy, namely, manufacturing, retail, financial services, communications, mining, agriculture and tourism. 4. The contribution of STEMI to citizens’ right to education, a clean environment, of access to health care, food water, social security, as well as safety and security. 5. Contribution of STEMI to solving the triple challenges of poverty, unemployment and inequality.  * Create awareness of the South African inventions and discoveries that changed the world. * Budget and calculations thereof should be based on the NRF/SAASTA rates as stipulated in section 10 and 12 of this document.   **DISTRICT COVERAGE**  In order to facilitate service delivery, South Africa is demarcated into municipal boundaries, which are service delivery boundaries. In an attempt to achieve an even geographic spread of the NSW activities, proposals should indicate the district municipalities and/or metros under which the area in which the NSW activities will be held. (See attached Annexure A for District Municipalities score allocation)  Districts being covered are rated by geographic position in terms of accessibility and previous coverage. SAASTA has provided a rating on each district which will form part of the evaluation process. (See annexure A attached for District Allocation)  **EDUCATIONAL RESOURCES**   * + Selected/appropriate educational resource materials will be provided by SAASTA which must be distributed during National Science Week 2017.   + Bidders who develop any resource or material for NSW, that resource will be the product of NRF/SAASTA   + Materials that bidders print should be sent to SAASTA for approval prior distribution   **BRIEFING SESSION**  NRF/SAASTA will host a briefing session on **08 MARCH 2017** at 211 Nana Sita Street Didacta Building, for all interested participants. Please confirm your attendance on or before **05 MARCH 2017** with Lotty Mathabatha at [lotty@saasta.ac.za](mailto:lotty@saasta.ac.za) or Bafedile Kgwadi at bafedile@saasta.ac.za. It is not compulsory that you attend the briefing session, **BUT STRONGLY RECOMMENDED FOR NEW BIDDERS**. Please note that NRF/SAASTA will not be responsible for any logistical arrangements pertaining to the briefing session. All costs related to attending the briefing session will be for the bidder’s own account.  **Kindly bring a copy of the Terms of Reference with you to the meeting as we will be taking you through the document.**  **PERFORMANCE MONITORING NARRATIVE REPORT (SITE REPORT) AND FINANCIAL REPORT**   * This report is compulsory and forms part of the deliverables * A template will be provided once you have been selected. No other templates will be accepted * The grant holder will be expected to deal with any queries from SAASTA within 72 hours. * All reports, narrative and financial, must adhere to the deadline. * The financial report must include a full list of expenditures and be accompanied by both proof of expenditure as well as proof of payment for each expense. * Grant holders must write on the proof of expenditure and proof of payment the line item number corresponding with the list of expenditures stated in the budget   **SUBMISSION OF REPORTS AND INVOICES**   * NRF/SAASTA requires that the Performance Monitoring Narrative Report, Financial report, Attendance registers and CD with photos are provided with the invoices to enable NRF/SAASTA to validate the delivery of the goods and/or services as stipulated in the contract. * NRF/SAASTA undertakes to pay validated invoices in full within 30 (thirty) days from date of validation **provided** that all the necessary documents were submitted, i.e.   + - proof of expenditure     - proof of payment per item claimed and     - Expenditure approved in the agreed/signed budget | | | | | | | | | | | | | | | | |
| CONTRACT PERIOD | | | | | | | | | | | | | | | | | |
|  | The contract is for a period as stipulated in the letter of Acceptance. The period commences from the date that both parties sign the contract (SBD7) until completion. | | | | | | | | | | | | | | | | |
| SPECIFICATIONS FOR THE REQUIRED PROCUREMENT | | | | | | | | | | | | | | | | | |
| **WORKS REQUIRED** | | | | | | | | | | | | | | | | | |
|  | **EXPECTED OUTCOMES AND DELIVERABLES**   * Bidders are required to adhere to the following:   + Reach the minimum number as per letter of acceptance.   + Hold activities as per your approved and adopted proposal and subsequent contract.   + Ensure accuracy of content delivered during National Science week, i.e. to be true and correct.   + Advocate / advertise local activities.   + Brand all project implementations and products appropriately (see BRANDING BELOW)   + Submit narrative reports, site reports, attendance registers and CD with photos three weeks after the project rollout.   + Submit financial reports together with all requested documentation six weeks after the project rollout. * PROOF OF EVENTS must be issued by submitting the following: * original registers for proof of attendance (templates will be provided). * readership / listenership / viewership numbers on an official media house letterhead. For Facebook, twitter, you tube etc. provide a print screen page with number of hits; * a CD with photos of the event; * BRANDING * All documents/items to be developed for the project, e.g. notes, forms, programmes, etc. must comply with the branding rules as set out in the contract. Refer to the NRF/SAASTA website for branding guidelines. * Branded stickers will be provided for those who are developing resources that need branding. * The successful applicant agrees, for publicity purposes, to use the DST, NRF/SAASTA and NSW logos on all materials (this includes educational material) produced for this project. Logos are available for download from: [*www.saasta.ac.za*](http://www.saasta.ac.za) *– Resources > Logo library.* **When using these logos, the DST logo must always be situated at the top, centre of the material, the NSW logo at the bottom in the middle**. The NRF/SAASTA logo at the bottom right and your own logo can be used in the bottom left-hand corner. Your logo and the NRF/SAASTA logo must be smaller than the NSW logo in order for it to be more visible. * **Submit all documents to SAASTA for approval prior to printing and distribution in order to ensure correct branding**. * Acknowledge DST support in all appropriate corporate materials e.g. Annual Reports, Certificates, Prizes, etc. | | | | | | | | | | | | | | | | |
| PRICING DETAIL | | | | | | | | | | | | | | | | | |
| **PROPOSAL QUOTATION TEMPLATE (SDB 3)**   * Bidders must submit their proposal on SBD 3. No other template will be accepted * Travel costs must be charged up to a maximum of **R3.29 per km** when using a private vehicle. A log sheet / travel claim indicating the detail of the trip must be included. * If catering is needed, only snacks/refreshments including drinks at a maximum rate of **R40 per person per day** is allowed. Grant holders who invite exhibitors and have a project team (not your entire staff) involved in the NSW activities for a full day (8 hours) will be allowed a maximum of **R60 per person per day** * A maximum of up to **R375 per hour** will be allowed for facilitation fee. A timesheet must be completed indicating services rendered and time durations. * Accommodation must not exceed a maximum of **R1000-00** for bed and breakfast, per person per night. * Appointed marshals must be paid a maximum of **R250** per day. Minimum of three hours a day must be worked by a marshal to qualify for the payment. (No NRF/SAASTA volunteers are to be paid). * A management fee of up to a maximum of **10%** of actual expenses will be allowed. This fee must be calculated by adding up all expenses and calculating 10% of total expenses clearly showing how the 10% management fee was calculated. * NO PROMOTIONAL ITEMS WILL BE FUNDED (i.e. T-Shirts, caps, pens etc.) * No capital equipment will be funded (i.e. Computers, Printers, etc.)   **BUDGET SUBMISSION REQUIREMENTS**   * The price is fully inclusive of all costs; value added tax and other taxes. * Proposal price in South African currency, foreign exchange risk is for the account of the bidder. * A detailed proposal including detailed calculations must be submitted on the prescribed template. * If professional services are needed to compile reports the amount must come from management fee.   **AWARD CAP**   * As NSW is a national programme and aims to promote as many activities as possible across the nine provinces, only one proposal per organisation will be considered with the maximum award being capped at **R250 000 (VAT inclusive).** An organisation is defined as an independent business unit. * At least 40% of activities proposed must be geared towards the general public. * Each activity proposed must include the costing of the activity to reach the expected number of people. * Proposals setting out the costing per activity depending on the intended audience ranging from **R20 000 to R250 000 (inclusive of the 10% or less management fee and VAT)** are invited. * The cost per head may not exceed **R100-00**. i.e. Proposal’s budget amount requested divided by total target participants equate to the cost per head. | | | | | | | | | | | | | | | | | |
| **SBD 3 - Pricing Schedule for the Duration of the Contract** (SBD 3.1 - Firm Unit Pricing; | | | | | | | | | | | | | | | | | |
| PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM CONSISTING OF FIRM PRICES AT DATE OF BID SUBJECT TO ADJUSTMENT(S) IN TERMS OF THE FOLLOWING FORMULA, DEFINED AREAS OF COST AND DEFINED PERIODS. | | | | | | | | | | | | | | | | | |
| Bidders must complete the section “Non-Firm Prices Subject to Escalation” if applicable and/or the section “Prices Subject to Rate of Exchange Variations” if applicable. Where neither of these sections are completed, the unit prices are deemed “Firm Unit Pricing” | | | | | | | | | | | | | | | | | |
| In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point | | | | | | | | | | | | | | | | | |
| Detailed information i.e. costed bill of quantities is optional and is provided as annexure to the details provided | | | | | | | | | | | | | | | | | |
| The NRF/SAASTA accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract. | | | | | | | | | | | | | | | | | |
| Pricing is subject to the addition of Preference Points as stipulated in below - Standard Bidding Document 6.1 Preference claim form. | | | | | | | | | | | | | | | | | |
|  | | | The NRF/SAASTA utilises the following price model to model the elements that are not certain at time of pricing to allow for a fair, comparable, and objective price competition leading to the award of this contract. The actual usage during the management of the contract determines the final contract value. | | | | | | | | | | | | | | |
| PREFERENCE POINTS CLAIMED (SBD 6.1) | | | | | | | | | | | | | | | | | |
|  | **NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.** | | | | | | | | | | | | | | | | |
|  | In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below: | | | | | | | | | | | | | | | | |
| The following preference point systems are applicable to all bids:  - the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and  - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included). | | | | | | | | | | | | | | | | |
| The value of this bid is **estimated to exceed** R 1 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable. | | | | | | | | | | | | | | | | |
| THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS: | | | | | | | | | | | | | | **POINTS** | | |
| **PRICE** | | | | | | | | | | | | | | **90** | | |
| **B-BBEE STATUS LEVEL OF CONTRIBUTION** | | | | | | | | | | | | | | **10** | | |
| **Total points for Price and B-BBEE must not exceed** | | | | | | | | | | | | | | **100** | | |
|  | Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. | | | | | | | | | | | | | | | | |
| The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required. | | | | | | | | | | | | | | | | |
| A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a valid BBBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website https:\\www.thedti.gov.za/gazette/Affidavit\_EME.pdf  A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.  A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.  A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.  Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.  A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.  A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract. | | | | | | | | | | | | | | | | |
|  | **BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:** | | | | | | | | | | | | | | | | |
|  | B-BBEE Status level claimed | | | | | | | | | | | |  | | | | |
| Preference Points claimed | | | | | | | | | | | |  | | | | |
|  | **BID DECLARATION: SUB-CONTRACTING** | | | | | | | | | | | | | | | | |
|  | Will any portion of the contract be sub-contracted? | | | | | | | | | | | | | | | | YES / NO |
|  | If Yes, indicate: | | | | | | | | | | | | | | | | |
| What percentage of the contract will be subcontracted? | | | | | | | | | | |  | | | | | |
| Names of the sub-contractor | | | | | | | | | | |  | | | | | |
| The B-BBEE status level of the sub-contractor | | | | | | | | | | |  | | | | | |
| Whether the sub-contractor is an EME? | | | | | | | | | | | YES / NO | | | | | |
|  | I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:  The information furnished is true and correct;  The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations;  In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;  If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –  Disqualify the Bidder from the bidding process;  Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct;  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;  Restrict the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution; and  Forward the matter for criminal prosecution. | | | | | | | | | | | | | | | | |
| DUE DILIGENCE REQUIREMENTS | | | | | | | | | | | | | | | | | |
|  | **Contactable References (New bidders)** | | | | | | | | | | | | | | | | |
| The New bidders are required to supply at least three (3) contactable references | | | | | | | | | | | | | | | | |
|  | **Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary** | | | | | | | | | | | | | | | | |
| Bidder is required to provide evidence of good standing with their tax office (overseas and local).  Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder’s tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.  Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same requirement of tax status, a copy of that certificate should be provided. | | | | | | | | | | | | | | | | |
|  | **SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION** | | | | | | | | | | | | | | | | |
| I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect: | | | | | | | | | | | | | | | | |
| I have read and I understand the contents of this Certificate; | | | | | | | | | | | | | | | | |
| I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect; | | | | | | | | | | | | | | | | |
| I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder; | | | | | | | | | | | | | | | | |
| Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder; | | | | | | | | | | | | | | |  | |
| For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:   1. Has been requested to submit a Bid in response to this Bid invitation; 2. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and 3. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder | | | | | | | | | | | | | | | | |
| The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium 3 will not be construed as collusive bidding. | | | | | | | | | | | | | | | | |
| In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:   1. Prices; 2. Geographical area where product or service will be rendered (market allocation); 3. Methods, factors or formulas used to calculate prices; 4. The intention or decision to submit or not to submit, a Bid; 5. The submission of a Bid which does not meet the specifications and conditions of the Bid; or 6. Bidding with the intention not to win the Bid. | | | | | | | | | | | | | | | | |
| In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates. | | | | | | | | | | | | | | | | |
| The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract. | | | | | | | | | | | | | | | | |
| I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation | | | | | | | | | | | | | | | | |
| ³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of | | | | | | | | | | | | | | | | |
|  | **SBD 8 - DECLARATION OF BIDDER’S PAST SCM PRACTICES** | | | | | | | | | | | | | | | | |
| Is the Bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule: | | | | | | | | | | | | | | | YES / NO | |
| Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule: | | | | | | | | | | | | | | | YES / NO | |
| Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule: | | | | | | | | | | | | | | | YES / NO | |
| Was any contract between the Bidder and any organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule: | | | | | | | | | | | | | | | YES / NO | |
| The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | | | | | | | | | | | | | | | | |
|  | **SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT** | | | | | | | | | | | | | | | | |
| Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:  The Bidder is employed by the State; and/or  The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid. | | | | | | | | | | | | | | | | |
| In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid: | | | | | | | | | | | | | | | | |
|  | | | Full Name of Bidder or his/her representative | | | | | | | | | | | | | |
| Identity Number: | | | | | | | | | | | | | |
| Position occupied in the Company (director, trustee, shareholder, member): | | | | | | | | | | | | | |
| Registration number of company, enterprise, close corporation, partnership agreement | | | | | | | | | | | | | |
| Tax Reference Number: | | | | | | | | | | | | | |
| VAT Registration Number: | | | | | | | | | | | | | |
| The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions: | | | | | | | | | | | | | |
| Schedule attached with the above details for all directors/members/shareholders | | | | | | | | | | | | | | | | |
| Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule | | | | | | | | | | | | | | | YES / NO | |
|  | | | Name of person/ director/ trustee/ shareholder/member: | | | | | | | | | | | | | |
| Name of state institution at which you or the person connected to the Bidder is employed | | | | | | | | | | | | | |
| Position occupied in the state institution | | | | | | | | | | | | | |
| Any other particulars: | | | | | | | | | | | | | |
| If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? | | | | | | | | | | | | | | | YES / NO | |
|  | | | If Yes, did you attach proof of such authority to the Bid document? | | | | | | | | | | | | | |
| If No, furnish reasons for non-submission of such proof as an attached schedule | | | | | | | | | | | | | |
| (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.) | | | | | | | | | | | | | |
| Did you or your spouse or any of the company’s directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months? | | | | | | | | | | | | | | | YES / NO | |
|  | | | If so, furnish particulars as an attached schedule: | | | | | | | | | | | | | |
| Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid? | | | | | | | | | | | | | | | YES / NO | |
|  | | | If so, furnish particulars as an attached schedule. | | | | | | | | | | | | | |
| Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? | | | | | | | | | | | | | | | YES / NO | |
|  | | | If so, furnish particulars as an attached schedule. | | | | | | | | | | | | | |
| OBLIGATIONS OF EACH PARTY | | | | | | | | | | | | | | | | | |
| **National Research Foundation** | | | | | | | | | | | | | | | | | |
|  | | Contract Management  The NRF/SAASTA manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.  **Contract Manager**  The NRF/SAASTA appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.  **Contract Communication**   * The NRF/SAASTA communicates all communications in writing as well as through email. * The NRF/SAASTA maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection. * The NRF/SAASTA states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF/SAASTA will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.   **Communicating “As and When” in terms of the specific contract clauses**   * Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued; * Bidders should adhere to the rates as in paragraph 15 and 17, failure to adhere to the rates will result in disqualification of the bid * Where specific procurement items as specified in the contract are required, the NRF/SAASTA issues a purchase order stating the contract number for the requirement. * Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):   + Purchase Order Number   + Contract Number   + Quantity   + Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;   + Catalogue number if applicable;   + Unit price per this contract;   + Delivery Date;   + Business unit code; and   + The specific delivery site. * **Communicating where incidental services are required as listed in this document**   + Incidental services are specified in the incidental services clause   + Incidental services are priced in accordance with the incidental clause where such prices have not been set in the SBD form. * **Performance Management**   + The NRF/SAASTA measures performance throughout the contract life- the NRF/SAASTA will send out monitors to your sites during the focus week.   + The NRF/SAASTA has regular performance review with the contractor.   + Where severe non-performance occurs will terminate the contract earlier in consultation with the contractor. | | | | | | | | | | | | | | | |
| **PERFORMANCE LEVELS** | | | | | | | | | | | | | | | |
| Service being Measured | | | | | | | | | Measurement | | | | Minimum level | | |
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| **CONTRACTED BIDDER** | | | | | | | | | | | | | | | | | |
|  | | **Managing the Contract**  The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.  **Contract Manager**  The contracted party appoints a contract manager and notifies the NRF/SAASTA in writing of the name and contact details of the appointed contract manager.  **Communication**   * The contracted party communicates in writing and through email. * The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF/SAASTA prior to acting upon it.   **Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)**  Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF/SAASTA.  **Health and Safety Requirements**   * In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier. * The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations). * To this end, the contracted supplier shall make available to NRF/SAASTA the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid. * Additional Health and Safety documentation can be required prior to commencement of the contract but mentioned at the bid stage. These include SHE Plan (Safety, Health and Environment Plan), SHE File which contains the names of people assigned for Safety responsibilities and their certificates, this may also include information regarding the organisational safety hierarchy – line of command, and contingency plans. | | | | | | | | | | | | | | | |
| 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, and words such as “will/should” mean “must”.  The NRF/SAASTA cannot amend the National Treasury’s General Conditions of Contract (GCC). The NRF/SAASTA appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause directly below the specific GCC clause and where the NRF/SAASTA requires a SCC that is not part of the GCC, the NRF/SAASTA appends the SCC clause after all the GCC clauses. No clause in this document shall be in conflict with another clause. | | | | | | | | | | | | | | | | | |
| GCC1 | | | | | 1. **Definitions - The following terms shall be interpreted as indicated:** | | | | | | | | | | | | |
| * 1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.   2. “Contract” means the written agreement entered into between the purchaser and the supplier, as   3. recorded in the contract form signed by the parties, including all attachments and appendices   4. thereto and all documents incorporated by reference therein.   5. “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.   6. “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.   7. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.   8. “Country of origin” means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are 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.   9. “Day” means calendar day.   10. “Delivery” means delivery in compliance of the conditions of the contract or order.   11. “Delivery ex stock” means immediate delivery directly from stock actually on hand.   12. “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.   13. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.   14. ”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.   15. “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.   16. “GCC” means the General Conditions of Contract.   17. “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.   18. “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.   19. “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.   20. “Manufacture” means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.   21. “Order” means an official written order issued for the supply of goods or works or the rendering of a service.   22. “Project site,” where applicable, means the place indicated in bidding documents.   23. “Purchaser” means the organization purchasing the goods.   24. “Republic” means the Republic of South Africa.   25. “SCC” means the Special Conditions of Contract.   26. “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.   27. Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing. | | | | | | | | | | | | |
| GCC2 | | | | | 1. **Application** | | | | | | | | | | | | |
|  | | | | | * 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. Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.   3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply. | | | | | | | | | | | | |
| GCC3 | | | | | 1. **General** | | | | | | | | | | | | |
|  | | | | | * 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.   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 | | | | | | | | | | | | |
| GCC4 | | | | | 1. **Standards** | | | | | | | | | | | | |
|  | | | | | The science content in all activities should be under all circumstances correct and of good quality. | | | | | | | | | | | | |
| GCC5 | | | | | 1. **Use of contract documents and information** | | | | | | | | | | | | |
|  | | | | | * 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 to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.   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.   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.   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 | | | | | 1. **Patent rights** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. **Performance security** | | | | | | | | | | | | |
|  | | | | | * 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.   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.   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:      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      2. a cashier’s or certified cheque   4. The performance security will be discharged by the purchaser and returned to the supplier not later than 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 | | | | | 1. **Inspections, tests and analyses** | | | | | | | | | | | | |
|  | | | | | * 1. All pre-bidding testing will be for the account of the bidder.   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 Department or an organization acting on behalf of the Department.   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.   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.   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 cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.   6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.   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 shall be 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. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC. | | | | | | | | | | | | |
| GCC9 | | | | | 1. **Packing N/A** | | | | | | | | | | | | |
|  | | | | | * 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.   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 | | | | | 1. **Delivery and Documentation** | | | | | | | | | | | | |
|  | | | | | * 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.   2. Documents to be submitted by the supplier are specified in SCC. | | | | | | | | | | | | |
| GCC11 | | | | | 1. **Insurance N/A** | | | | | | | | | | | | |
|  | | | | | The goods supplied under the contract shall be fully insured in a freely convertible currency against  loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the  manner specified in the SCC. | | | | | | | | | | | | |
| GCC12 | | | | | 1. **Transportation** | | | | | | | | | | | | |
|  | | | | | Should a price other than an all-inclusive delivered price be required, this shall be specified in the  SCC. | | | | | | | | | | | | |
| GCC13 | | | | | 1. **Incidental services** | | | | | | | | | | | | |
|  | | | | | * 1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:      1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;      2. furnishing of tools required for assembly and/or maintenance of the supplied goods;      3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;      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      5. training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.   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 | | | | | 1. **Spare parts N/A** | | | | | | | | | | | | |
|  | | | | | * 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:      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      2. in the event of termination of production of the spare parts:      3. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and      4. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested. | | | | | | | | | | | | |
| GCC15 | | | | | 1. **Warranty N/A** | | | | | | | | | | | | |
|  | | | | | * 1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that 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.   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.   3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.   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.   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 | | | | | 1. **Payment** | | | | | | | | | | | | |
|  | | | | | * 1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.   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.   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.   4. Payment will be made in Rand unless otherwise stipulated in SCC | | | | | | | | | | | | |
| **GCC16 SCC** | | | | | Schedule of payments are as follows:   * The NRF/SAASTA will pay 80% of the approved amount as first tranche and the remaining 20% will be paid after receipt of all invoices & other relevant documents have been submitted. * Any expenses above the awarded bid will be the responsibility of the bidder   Method and conditions of payment are as follows:   * The NRF/SAASTA only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests. * The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit. * The NRF/SAASTA does not settle invoices for outstanding goods or services. * Payment is made in the South African rands. | | | | | | | | | | | | |
| GCC17 | | | | | 1. **Prices** | | | | | | | | | | | | |
|  | | | | | 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. | | | | | | | | | | | | |
| **GCC17 SCC** | | | | | All adjustments to unit prices must be specified on the SBD3. Applications for price adjustments must have the documentary evidence set for each adjustment in the SBD3.1 to support of any adjustment. Unit price adjustments will only apply once the NRF/SAASTA has approved in writing the application.  Bidders will be given an opportunity to request a line item changes, failure to request the line item change during that given period will result in the disapproval of the line item change request  Where Cost Price Adjustments (CPA) are applicable and justifiable, the bidder must declare this in the SBD3.1 for these to apply.  Incidental services that are not specified in the SBD3.1 are adjusted as set out in clause GCC13.2  Contract management verifies all cost adjustment applications prior to giving approval. Line item changes | | | | | | | | | | | | |
| GCC18 | | | | | 1. **Contract amendment** | | | | | | | | | | | | |
|  | | | | | No variation in or modification of the terms of the contract shall be made except by written  amendment signed by the parties concerned. | | | | | | | | | | | | |
| GCC19 | | | | | 1. **Assignment** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. **Subcontract** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. **Delays in supplier’s performance** | | | | | | | | | | | | |
|  | | | | | * 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.   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.   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.   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.   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.   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 | | | | | 1. **Penalties** | | | | | | | | | | | | |
|  | | | | | 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. | | | | | | | | | | | | |
| **GCC22 SSC** | | | | | **PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED** | | | | | | | | | | | | |
| **Situation Requiring Penalty** | | | | | **Penalty where below minimum** | | | | | | | |
| No Proof of expenditure | | | | | No payment | | | | | | | |
| Late submission of report | | | | | No future consideration for the project | | | | | | | |
| Unapproved expenditure on line items | | | | | No payment | | | | | | | |
| GCC23 | | | | | 1. **Termination for default** | | | | | | | | | | | | |
|  | | | | | * 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:   2. 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;   3. if the Supplier fails to perform any other obligation(s) under the contract; or   4. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.   5. 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.   6. 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.   7. 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.   8. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / 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 Officer / Authority actively associated.   9. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:   10. the name and address of the supplier and / or person restricted by the purchaser;   11. the date of commencement of the restriction   12. the period of restriction; and   13. the reasons for the restriction.   14. These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.   15. 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 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 | | | | | 1. **Anti-dumping and countervailing duties** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. **Force Majeure** | | | | | | | | | | | | |
|  | | | | | * 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.   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 | | | | | 1. **Termination for insolvency** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. S**ettlement of disputes** | | | | | | | | | | | | |
|  | | | | | * 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.   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.   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.   4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.   5. Notwithstanding any reference to mediation and/or court proceedings herein,      1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and      2. the purchaser shall pay the supplier any monies due the supplier. | | | | | | | | | | | | |
| GCC28 | | | | | 1. **Limitation of liability** | | | | | | | | | | | | |
|  | | | | | * 1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;      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      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 | | | | | 1. **Governing language** | | | | | | | | | | | | |
|  | | | | | 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 | | | | | 1. **Applicable law** | | | | | | | | | | | | |
|  | | | | | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. | | | | | | | | | | | | |
| GCC31 | | | | | 1. **Notices** | | | | | | | | | | | | |
|  | | | | | * 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   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 | | | | | 1. **Taxes and duties** | | | | | | | | | | | | |
|  | | | | | * 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.   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.   3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services | | | | | | | | | | | | |
| GCC33 | | | | | 1. **National Industrial Participation (NIP) Programme** | | | | | | | | | | | | |
|  | | | | | The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. | | | | | | | | | | | | |
| GCC34 | | | | | 1. **Prohibition of restrictive practices** | | | | | | | | | | | | |
|  | | | | | * 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).   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.   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. | | | | | | | | | | | | |
| **BID SCC** | | | | | **Intellectual property provided in the bid invitation**  The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF/SAASTA to the Bidder, both successful and unsuccessful, remain the property of the NRF/SAASTA | | | | | | | | | | | | |
| **BID SCC** | | | | | **Intellectual property contained in the deliverables**  The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF/SAASTA reside with the NRF/SAASTA. | | | | | | | | | | | | |
| **BID SCC** | | | | | **Third Party Warranty**  Where the contracted party sources goods or services from a third party, the contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party. | | | | | | | | | | | | |
| **BID SCC** | | | | | **Third Party Agreements**  No agreement between the contracted party and the third party is binding on the NRF/SAASTA. | | | | | | | | | | | | |
| **BID SCC** | | | | | **Contracted Party Due Diligence**  The NRF/SAASTA reserves the right to conduct supply chain due diligence at any time during the contract period including site visits. | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BIDDERS DETAIL PRICE SCHEDULES | | | | |
| 1 | SBD 3 as set out in this document summarising price proposal | | | |
| 2 | Documents providing the detail in support of the bid contract value as set out in the SBD3. | | | |
| 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 National Research Foundation 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 National Research Foundation 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 Bid Invitation inclusive of any annexures thereto |
| Bidder’s responses to specifications, capability requirements and capacity as attached to this document | | Pricing Schedule(s) (SBD3) including detailed schedules attached |
| CSD / Tax clearance letter |
| Declaration of Interest (SBD4); | | Independent Price Determination (SBD 9) |
| Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1) and the BBBEE certificate | | |
| Declaration of Bidder’s past SCM practice (SBD 8) | | Conditions of contract as set out in this document (GCC) |
|  | NIPP Obligations (SBD 5) where applicable | | Local Content Certification (SBD 6.2) where applicable |
|  | 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; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk. | | | |
|  | I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me. | | | |
|  | I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid. | | | |
|  | I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that the NRF/SAASTA 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 | | |  | |

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**(5 – 12 August 2017)**

**Application and Submission of Proposal Form**

*For SAASTA office use only*

|  |  |  |
| --- | --- | --- |
| *Project:* | *SAASTA Ref Number:* | *Closing Date:* |
| BID/QUOTE PRICE: as per attached budget | *Total amount* |  |
| | **Please indicate in which provinces will activities be conducted. Tick applicable boxes:** | | --- | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **GP** | **NW** | **NC** | **MP** | **LP** | **KZN** | **FS** | **EC** | **WC** | | | | |

***Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information is provided at the end of the document.***

**SECTION A: ORGANISATION PROFILE**

|  |  |
| --- | --- |
| **A1. Organisations’ Background Information** | |
| **Name of Organization / Institution** |  |
| **Type of Organisation / Institution**  (Example: Higher Education Institute. Science Council, etc. |  |
| **Organisation’s Reference / Registration / VAT Number** |  |
| **Province where the Organisation / Institution is located** |  |
| **District Municipality where the Organisation / Institution is located** |  |
| **Physical Address for courier purposes**  (Please complete if different from the Project Leader) |  |
| **Postal Address of Organisation / Institution** |  |
| **Organizations’ Contact Details**  *(*Please supply both landline and Cellular Number) |  |
| **Organizations’ / Institution’s e-mail address** |  |

| **A2. General Project Administration Information** | | |
| --- | --- | --- |
| **Authorized Signatory for Organisation / Institution** | **Name** | **Position** |
|  |  |
| **Name and designation of Project Financial Administrator** | **Name** | **Position** |
|  |  |
| **Alternative Contact Person if Project Leader is Unable to Complete Obligations** | **Name** | **Position** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A3. Organisation / Institution Banking Details** | | | | | | | | | | |
| **Name of account holder** | |  | | | | | | | | |
| **Type of account** | |  | | | | | | | | |
| **Name of Bank** | |  | | | | | | | | |
| **Branch** | |  | | | | | | | | |
| **Bank Branch Code** | |  | | | | | | | | |
| **Bank Account Number** | |  | | | | | | | | |
| **A4. Organisation / Institution Business Profile** | | | | | | | | | | |
| **Number of Employees** | | | |  | | | | | | |
| **Organisation Management**  (Example: CEO, Director, HOD, partners etc.) | | | | **Name** | | | | | **Position** | |
|  | | | | |  | |
| **Nature of Core Business** | | | |  | | | | | | |
| **Indicate Financial Controls in Place** | | | |  | | | | | | |
| **Date of Last Audited Annual Financial Statement** | | | |  | | | | | | |
| **Name and Address of Auditors** | | | |  | | | | | | |
| **A5.**  **Details of Project Leader** | | | | | | | | | | |
| **Title and Surname** | | | | |  | | | | | |
| **Full Names** | | | | |  | | | | | |
| **Nationality** | | | | |  | | | | | |
| I**dentity Number** | | | | |  | | | | | |
| **Current Position in the Organisation / Institution** | | | | |  | | | | | |
| **Similar Projects Undertaken Previously (Including NSW)** | | | | |  | | | | | |
| **Contact Number (Landline and Cellular Phone)** | | | | |  | | | | | |
| **Fax Number** | | | | |  | | | | | |
| **E-mail Address** | | | | |  | | | | | |
| **Physical Address** | | | | |  | | | | | |
| **Highest Academic Qualifications** | | | | |  | | | | | |
| **Summary of Relevant Experience** | | | | |  | | | | | |
| **Brief Career History** | | | | |  | | | | | |
| **Recent Publications**  (Maximum 5 lines) | | | | |  | | | | | |
| **Number of team members assisting Project Leader with NSW** | | | | |  | | | | | |
| **A6. Details of Project Team (add more rows if need be)** | | | | | | | | | | |
| **List the potential team members (including facilitators)** | | | **Highest Qualification and Relevant Experience** | | | | **Responsible for** | | | |
|  | | |  | | | | |  | | |
|  | | |  | | | | |  | | |
|  | | |  | | | | |  | | |
|  | | |  | | | | |  | | |
| **A7. List of potential Collaborators participating in National Science Week (add more rows if need be)** | | | | | | | | | | |
| **Potential Collaborators** | | | | | **Responsible for (where applicable)** | | | | | |
|  | | | | |  | | | | | |
|  | | | | |  | | | | | |
|  | | | | |  | | | | | |
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| **A8. State your contingency plan with regard to the human capacity to run the activities** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **SECTION D: REFEREES** Please provide the names and contact details of three reputable persons whom can attest to the quality of your work. | | | | | | | | | | |
| **Name & Designation** | **Organization** | | | | | **Contact Details** | | | | **Email** |
|  |  | | | | |  | | | |  |
|  |  | | | | |  | | | |  |
|  |  | | | | |  | | | |  |

**ACTIVITY EVALUATION FRAMEWORK**

The evaluation panel will evaluate the information provided below and provide a score.

Please provide as much detail as possible for each activity under the relevant headings for the panel to clearly understand all the fundamentals of the activities. Not all the panel members are familiar with the National Science Week project or the activities your organisation specializes in, therefore, explicit details are required.

Note: the activity number in the activity evaluation frame work must correspond with the activity number in the budget.

The panel will evaluate the activity evaluation framework and the budget in order to approve the activity.

If certain information is repeated for all activities, please refer back to that activity, do not retype all the information.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What is the name of your organisation:** | | |  | | | | | | | |
| **ACTIVITY ONE** | | | | | | | | | | |
| **Provide a detailed description of the activity.** | | The detailed description should indicate (where applicable) a practical component and /or real life example(s) | | | | | | | | |
|  | | | | | | | | | | |
| **Under each grouping of target publics, indicate the number of participants you are targeting – where applicable.**  (Note: General public refers to any uncategorised participant) | **General public** | | | **Students** | **Learners** | **Educators** | **Decision-makers** | **Journalists** | **Scientists** | **Other (specify)** |
|  | | |  |  |  |  |  |  |  |
| **Will these participants be attending any of the other activities available?** | ***Yes or No?***  ***If yes, which activity/s? (Only indicate the activity number)*** | | | | | | | | | |
| **Indicate the dates that the activity will take place from 29 July to 5 August 2017** |  | | | | | | | | | |
| **Indicate the duration of the activity – How many minutes will the activity take to present e.g. 30 minutes** |  | | | | | | | | | |
| **Explain how you intend to attract the target participant groupings to the envisaged activities - what methods will be used to advertise / promote this activity?** | e.g.Marketing the event by sending invitations out to all the local libraries, Advertising in the local newspaper promoting the event, Posters on street poles, Facebook and twitter link on website. | | | | | | | | | |
|  | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Explain the results you will achieve from this activity** | For example: target publics will become familiar with the way in which:   * through science, technology and innovation (STI) , South Africa is influencing the world; * STI improves the lives of people; and * STI supports the sustainable development agenda. | |
|  | | |
| **List all the resources, including human / equipment required for this activity:** | | **Example:**   * 1 x scientist * Liquid detergent or glycerine * A metal ring through which to blow bubbles * Two small glass lids   (Note: these items must be listed and costed in the budget) |
|  | | |
|  | | |
| **Who will be presenting the activity to the audience? Please indicate the qualification of the presenter and contact details.** | | **e.g.:** Prof. Linda Waters – Laser Light Specialist. [**Linda.waters@lazerlight.com**](mailto:Linda.waters@lazerlight.com) |
|  | | |
| **List the Municipal District/s where activity will be held.**  **Please refer to the districts list attached (Annexure A) or refer to the website - http://www.localgovernment.co.za/** | |  |

**The National Science Week is part of the DST-led national programme to create a society that is knowledgeable about science, critically engaged and scientifically literate. The NSW contributes to the goals of the Science Engagement Strategy by pursuing four objectives:**

|  |  |  |
| --- | --- | --- |
| **Indicate which of the objectives below are covered with this activity:** | **Yes** | **No** |
| **Objective 1: to popularize science to the broader South African society** |  |  |
| **Objective 2: to serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DST and other government departments in enabling research, development and innovation,** |  |  |
| **Objective3: to make STEMI appealing to learners, such that they consider SET as preferable career options** |  |  |
| **Objective 4: to familiarize targeted participants with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens.** |  |  |

**Please copy the above template for all other activities.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TARGET PARTICIPATION SUMMARY PER ACTIVITY**

**Note:**

Repeat participants means - if the same person attends more than one activity, even if they attend on a different day, they are then classified as repeat participants. The same person attending a different activity on another day is still only counted as one person.

NSW encourages more exposure to different people, not more activities to the same person, therefore please clearly indicate if the same people are attending a different activity and ensure that the total number provided below does not constitute double accounting of participants.

Example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Date Of Activity** | **Target Participants Numbers – (Total Numbers Per Activity)** | | **Will These People Be Attending Other Activities, If So Which Activity?** | **Total Reach Per Activity** |
| ***Example***  ***Activity 1*** | ***1 August***  ***2 August***  ***5 August*** | ***General Public*** | ***25 000*** | ***Yes,***  ***activities 3 & 5*** | ***26 010*** |
| ***Learners*** | ***1 000*** |
| ***Educators*** | ***10*** |
| ***Students*** | ***0*** |
| ***Decision Makers*** | ***0*** |
| ***Journalists*** | ***0*** |
| ***Scientists*** | ***0*** |
| ***Other*** | ***0*** |
| ***Example***  ***Activity 2*** | ***3 August***  ***8 August*** | ***General Public*** | ***25 000*** | ***No*** | ***2 300*** |
| ***Learners*** | ***1 000*** |
| ***Educators*** | ***10*** |
| ***Students*** | ***0*** |
| ***Decision Makers*** | ***0*** |
| ***Journalists*** | ***0*** |
| ***Scientists*** | ***0*** |
| ***Other*** | ***0*** |

**Bidders Target Participation Summary Per Activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Date Of Activity** | **Target Participants Numbers – (Total Numbers Per Activity)** | | **Will These People Be Attending Other Activities, If So Which Activity?** | **Total Reach Per Activity** |
| **Activity 1** |  | General Public |  |  |  |
| Learners |  |
| Educators |  |
| Students |  |
| Decision Makers |  |
| Journalists |  |
| Scientists |  |
| Other |  |
| **Activity 2** |  | General Public |  |  |  |
| Learners |  |
| Educators |  |
| Students |  |
| Decision Makers |  |
| Journalists |  |
| Scientists |  |
| Other |  |
| **Activity 3** |  | General Public |  |  |  |
| Learners |  |
| Educators |  |
| Students |  |
| Decision Makers |  |
| Journalists |  |
| Scientists |  |
| Other |  |
| **Activity 4** |  | General Public |  |  |  |
| Learners |  |
| Educators |  |
| **Activity 5** |  | General Public |  |  |  |
| Learners |  |
| Educators |  |
| Students |  |
| Decision Makers |  |
| Journalists |  |
| Scientists |  |
| Other |  |

***Please copy and paste for more activities.***

**Remember - One person attending 3 activities is counted as 1 person and not 3. Do not duplicate numbers.**

**Bidders total target reach for the period of NSW 2017:**

|  |  |  |
| --- | --- | --- |
| TOTAL TARGET REACH FOR THE PERIOD OF NSW 2017 | General Public |  |
| Learners |  |
| Educators |  |
| Students |  |
| Decision Makers |  |
| Journalists |  |
| Scientists |  |
| Other |  |
| **TOTAL TARGET EXPECTED TO REACH FOR NSW 2017** | |  |
|
|

**Calculation of general public reach:**

**% public**

**Public reach should be equal to or greater than 40% (**without rounding off)

**FUNDING REQUEST FOR NATIONAL SCIENCE WEEK 2017:**

The funding request budget template below must be completed to correspond with the activities and reach stipulated within this proposal. Each activity must be costed accordingly and completed in as much detail as possible.

**Reasoning for costing each line item separately and guidelines for completing the budget:**

* Extensive detail should be provided per line item to explain reasonability of costs and to provide a clear indication on how the total amount per line item had been calculated.
* Items and activities listed in the activity evaluation frame work that do not reflect in the budget will be considered as gratis / cost-free.
* All descriptions must clearly indicate how the costings were calculated. Examples are provided below.
* Ensure the budget activity number and the activity evaluation frame work activity numbers correspond.
* Ensure all calculations are included in the final amount and that the total amount is accurate.
* Feel free to contact the NSW Team at NRF/SAASTA if you are unsure where a line item belongs.
* Refer to Acceptable Proof of Expenditure on the NRF/SAASTA website

**Below are examples of required detailed descriptions to reflect in the budget:**

1. **Professional Costs:** 
   * + 1. 1 Facilitator to present Light Display. 3 hours for 5 days at R300 per hour = R4 500.00
2. **Travel:** 
   * + 1. Facilitator travelled from Pretoria to Johannesburg return– 56kms X 2 X3.18 = R356.16
3. **Transport:**
   * + 1. 3 x 60 Seater bus to transport learners from Pretoria to Johannesburg @ R1000-00 per bus = R3 000.00
4. **Consumables: Note: a detailed list of consumables must reflect in the budget.** 
   * + 1. Light box kit @ R300 x 10 = R3000.00
       2. Disposable glasses @R5-00 x 100 = R500.00,
       3. 1 Set of 3 Frosted Glass Lenses @ R10-00 = R10-00
       4. 10 Protractors @ R2-00 = R20.00
       5. 3 Mirrors @ R15-00= R45.00
       6. 1 Bag of Gummy Bears @R15-00 = R15.00
5. **Events costs, Advertising and Marketing:**
   * + 1. Catering for 100 public @ R25 per person = R2 500.00,
       2. Tent Hire for 4 days @ R3000-00 per day = R12 000.00
       3. 5 Marshalls assisting facilitators for 3 hours per day X 3 days @ R250 per day = R3 750.00
       4. Advertisement to be placed in the Herald @R3000-00
6. **Production and printing**
   * + 1. 1 box paper @ R200-00, Ink Cartridge @ R250-00 = R450.00
7. **Admin and Support** 
   * + 1. Airtime for R100, Data package @R100-00
8. **Management Fee: Clearly indicate the percent of management fee you will be charging. Eg. 1%, 5% or 10%**
   * + 1. Total amount requested = R33 982.88 + 4% Management fee R1 359.32 = R35 342.20

| **National Science Week 2017** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **FUNDING REQUEST BUDGET** | | | | | |
| **BIDDERS NAME:** | |  | | | |
| **Line item REFERENCE**  **number** | Note: Add in extra lines if necessary | | | | |
| 1 | PROFESSIONAL COSTS: | | Activity Number/s: | Cost per line item | Sub Total per Item |
| 1.1 |  | |  | R |  |
| 1.2 |  | |  | R |
| 1.3 |  | |  | R |
| 1.4 |  | |  | R |
| 1.5 |  | |  | R |
| 1.6 |  | |  | R |
|  |  | |  |  |  |
| 2 | TRAVEL AND SUBSISTENCE: | | Activity Number/s: | Cost per line item | Total |
| 2.1 |  | |  | R | R |
| 2.2 |  | |  | R |
| 2.3 |  | |  | R |
| 2.4 |  | |  | R |
| 2.5 |  | |  | R |
| 2.6 |  | |  | R |
|  |  | |  |  |  |
| 3 | TRANSPORT: | | Activity Number/s: | Cost per line item | Total |
| 3.1 |  | |  | R | R |
| 3.2 |  | |  | R |
| 3.3 |  | |  | R |
| 3.4 |  | |  | R |
| 3.5 |  | |  | R |
| 3.6 |  | |  | R |
|  |  | |  |  |  |
| 4 | CONSUMABLES: | | Activity Number/s: | Cost per line item | Total |
| 4.1 |  | |  | R | R |
| 4.2 |  | |  | R |
| 4.3 |  | |  | R |
| 4.4 |  | |  | R |
| 4.5 |  | |  | R |
| 4.6 |  | |  | R |
|  |  | |  |  |  |
| 5 | EVENTS COSTS / ADVERTISING / MARKETING: | | Activity Number/s: | Cost per line item | Total |
| 5.1 |  | |  | R | R |
| 5.2 |  | |  | R |
| 5.3 |  | |  | R |
| 5.4 |  | |  | R |
| 5.5 |  | |  | R |
| 5.6 |  | |  | R |
|  |  | |  |  |  |
| 6 | PRODUCTION AND PRINTING: | | Activity Number/s: | Cost per line item | Total |
| 6.1 |  | |  | R | R |
| 6.2 |  | |  | R |
| 6.3 |  | |  | R |
| 6.4 |  | |  | R |
| 6.5 |  | |  | R |
| 6.6 |  | |  | R |
|  |  | |  |  |  |
| 7 | ADMIN AND SUPPORT: | | Activity Number/s: | Cost per line item | Total |
| 7.1 |  | |  | R | R |
| 7.2 |  | |  | R |
| 7.3 |  | |  | R |
| 7.4 |  | |  | R |
| 7.5 |  | |  | R |
| 7.6 |  | |  | R |
|  |  | | SUB TOTAL: | | R |
| 8 | **IN-HOUSE SERVICES**  **(PLEASE INDICATE ALL SERVICES THAT YOU WILL ACQUIRE IN-HOUSE TOGETHER WITH THE AMOUNTS)** | | Activity Number/s: |  |  |
| 8.1 |  | |  | R | R |
| 8.2 |  | |  | R |
| 8.3 |  | |  | R |
| 8.4 |  | |  | R |
| 8.5 |  | |  | R |
| 8.6 |  | |  | R |
|  |  | |  |  |  |
| 9 | MANAGEMENT FEE:  Maximum 10 % | | **Indicate the Percentage claiming:** | \_\_ % | R |
|  |  | |  |  |  |
|  | TOTAL AMOUNT:  (SUB TOTAL + MANAGEMENT) | | | | R |

**ADDITIONAL NOTES:**

* Airtime, photocopies, **subsistence** and any stationary need to be supported by **till slips**/Invoice/ statements to **prove expenditure**.
* Travel costs to be charged up to a maximum of **R3.29 per km** when using a private vehicle. A log book, travel record must be kept.
* If catering is needed, only snacks/refreshments at a maximum rate of R40 per person per day will be allowed. Grant holders who invite exhibitors and have a project team (not your whole staff) involved in the NSW activities for a full day (8 hours) will be allowed a maximum of R60 per person per day for catering purposes.
* Facilitating fees per hour for people in their private capacity – a maximum of up to R375 per hour will be allowed
* Accommodation may not exceed a maximum of R1000-00 for bed and breakfast, per person per night.
* Marshalls must be paid of R250 per day.
* A management fee of up to a maximum of 10% of actual expenses will be allowed.
* No promotional items will be funded (i.e. T-Shirts, caps, pens etc.)
* No capital expenditure may be included in your budgeted.

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| Annexure:   A - page 1 of 2  **Municipal Districts in South Africa**  **Rating 3 = difficult to reach districts**  **Rating 2 = medium to reach districts**  **Rating 1 = easy to reach districts** | | | |
|  |  |  |  |
| **#** | **Name** | **RATING** | **Province** |
| 1 | Alfred Nzo District Municipality | 3 | EC |
| 2 | Amathole District Municipality | 2 |
| 3 | Buffalo City Metropolitan Municipality | 2 |
| 4 | Sarah Baartman District Municipality | 2 |
| 5 | Chris Hani District Municipality | 3 |
| 6 | Nelson Mandela Bay Metropolitan Municipality | 1 |
| 7 | OR Tambo District Municipality | 2 |
| 8 | Joe Gqabi District Municipality | 3 |
| 9 | Fezile Dabi District Municipality | 2 | FS |
| 10 | Lejweleputswa District Municipality | 3 |
| 11 | Mangaung Metropolitan Municipality | 1 |
| 12 | Thabo Mofutsanyana District Municipality | 3 |
| 13 | Xhariep District Municipality | 3 |
| 14 | City of Johannesburg Metropolitan Municipality | 1 | GP |
| 15 | [City of Tshwane Metropolitan Municipality](http://en.wikipedia.org/wiki/City_of_Tshwane_Metropolitan_Municipality) | 1 |
| 16 | Ekurhuleni Metropolitan Municipality | 2 |
| 17 | Sedibeng District Municipality | 2 |
| 18 | West Rand District Municipality | 2 |
| 19 | Amajuba District Municipality | 2 | KZN |
| 20 | eThekwini Metropolitan Municipality | 1 |
| 21 | iLembe District Municipality | 3 |
| 22 | Harry Gwala District Municipality | 3 |
| 23 | Ugu District Municipality | 2 |
| 24 | uMgungundlovu District Municipality | 2 |
| 25 | uMkhanyakude District Municipality | 3 |
| 26 | uMzinyathi District Municipality | 3 |
| 27 | uThukela District Municipality | 3 |
| 28 | uThungulu District Municipality | 2 |
| 29 | Zululand District Municipality | 3 |
| 30 | Capricorn District Municipality | 1 | LP |
| 31 | Mopani District Municipality | 1 |
| 32 | Sekhukhune District Municipality | 3 |
| 33 | Vhembe District Municipality | 1 |
| 34 | Waterberg District Municipality | 3 |
| 35 | Ehlanzeni District Municipality | 1 | MP |
| 36 | Gert Sibande District Municipality | 2 |
| 37 | Nkangala District Municipality | 2 |

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| Annexure:   A – page 2 of 2  **Municipal Districts in South Africa**  **Rating 3 = difficult to reach districts**  **Rating 2 = medium to reach districts**  **Rating 1 = easy to reach districts** | | | |
|  |  |  |  |
| **#** | **Name** | **RATING** | **Province** |
| 38 | Frances Baard District Municipality | 1 | NC |
| 39 | John Taolo Gaetsewe District Municipality | 3 |
| 40 | Namakwa District Municipality | 3 |
| 41 | Pixley ka Seme District Municipality | 3 |
| 42 | ZF Mgcawu District Municipality | 3 |
| 43 | Bojanala Platinum District Municipality | 3 | NW |
| 44 | Dr Kenneth Kaunda District Municipality | 1 |
| 45 | Dr Ruth Segomotsi Mompati District Municipality | 3 |
| 46 | Ngaka Modiri Molema District Municipality | 1 |
| 47 | Cape Winelands District Municipality | 1 | WC |
| 48 | Central Karoo District Municipality | 3 |
| 49 | City of Cape Town Metropolitan Municipality | 1 |
| 50 | Eden District Municipality | 3 |
| 51 | Overberg District Municipality | 1 |
| 52 | West Coast District Municipality | 1 |