

## INVITATION TO BID

### BID DESCRIPTION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT, REVIEWING, REPACKAGING AND ELECTRONIC DISTRIBUTION OF SCIENCE COMMUNICATION RESOURCES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

<b>Bidder Name:</b>		
<b>Number:</b>	NRF/SAASTA COMMS/28/2022-2023	
<b>Compulsory Briefing session to be held online</b>	NRF-SAASTA, Auditorium, 211 Nana Sita Street, DIDACTA Building, Pretoria Date: 25 July 2022 Time: 11:00am  <b>NB: Bidder failing to attend the compulsory briefing session will be disqualified</b>	
<b>Closing Date</b>	12 August 2022	
<b>Closing Time</b>	11:00am	
<b>Bid Submission Address</b>	<b>Physical Submissions</b> Entrance, DIDACTA Building, 211 Nana Sita Street, Pretoria 24 Hours access GPS coordinates: 25° 45'03,30"S & 28° 11'21,42" E Dimensions of tender box opening: 10 cm X 40 cm	
<b>Envelope Addressing for physical submission</b>	On the face of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address is required	
<b>Enquiries are directed in writing to:</b>		
<b>Section</b>	Supply Chain Management (Administrative)	Science Communication (Technical)
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# INTRODUCTION

## INTRODUCTION TO THE NRF

The National Research Foundation Act as amended, Act 19 of 2018, establishes the National Research Foundation (“NRF”) as the juristic legal entity that will contract with the awarded bidders. For more information, kindly visit the NRF website ([www.nrf.ac.za](http://www.nrf.ac.za)).

## BACKGROUND TO SAASTA

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the NRF tasked with the science engagement function to lead and coordinate the discourse on science with and for society in support of the national imperative of developing a scientifically literate society. SAASTA is duly appointed by the Department of Science and Innovation (DSI) as the national coordinator of the DSI’s system-wide science engagement programme. For more information, kindly visit the SAASTA website ([www.saasta.ac.za](http://www.saasta.ac.za)).

## CONTEXT TO THIS BID

The primary objective of this procurement is to appoint a suitable service provider with the experience, expertise and sufficient capacity to develop and review a wide range of science communication resources including graphic design, illustrations, writing, editing, review for a period of 36 months. The resource development approach is a cross-cutting function across SAASTA, focusing mainly on the three strategic areas of science education, communication and awareness, with an intention to develop and produce high quality, impactful and ethical resources that will enhance science engagement with all public audiences. This procurement seeks to appoint a service provider that will develop different resources to ensure that scientific information is adapted into end-user specific resources to mainly communicate scientific concepts and, thereby, enhance the awareness of and understanding of science in general, and stimulate interest, debates and discussions in science, technology and engineering. The development of science communication resources should adhere to the quality assurance processes for all the science information developed and disseminated by SAASTA, including the scientific editorial process. The three main groupings of resources include but are not limited to the following:

- Group 1: The scope and extent of work includes the development, editing, graphic design, expert review and language translation of engaging and interactive resources. This grouping includes posters, manuals, infographics, policy briefs and reports. The scope further includes the updating and/or re-packaging of content for the existing resources such as fact sheets, booklets, manuals and brochures.
- Group 2: The scope and extent of work includes the development, production, editing, graphic design, expert review and language translation of engaging and interactive multimedia content suitable for media (national, regional, local, and social media) and that communicates scientific information (including corporate) through popular science writing, campaigns, audio and audio-visuals.
- Group 3: The scope and extent of work includes the compilation, editing, layout and design, production, distribution and monitoring of electronic newsletters. The grouping focuses on science engagement electronic newsletters to ensure the communication of cutting-edge research and/or profile science engagement initiatives (e.g. projects).

# PART A – BID REQUIREMENTS

## SERVICES REQUIREMENT SPECIFICATIONS

### SCOPE AND EXTENT OF THE WORK

Group 1: The scope and extent of work includes the development, editing, graphic design, expert review and language translation of engaging and interactive resources. The scope also includes the updating of content on the existing resources and where necessary, re-packing the content.

- 1.1 The service provider will be required to conduct research, conceptualise, write and produce content (e.g. text, storyboard) according to the writer's brief and/or terms of reference according to the SAASTA's scientific editorial processes in Annexure A. The text should be in simple and understandable language and, unless stated, the default language should always be in English.
- 1.2 The service provider will be required to produce text or content that is creative, innovative and that is scientifically accurate, credible, ethical, authoritative, and is considerate or sensitive to a wide range of demographics (i.e. race and gender).
- 1.3 The service provider is encouraged, where appropriate and necessary to use storytelling, humour, metaphors and relevant illustrations or graphics in a persuasive and entertaining manner that convey scientific information and facts.
- 1.4 The service provider will be required where appropriate (and is encouraged where not specifically stated) to produce resources that stimulate engagement in the form of a discussion, debate and interactivity with the end user.
- 1.5 The service provider will be required, where deemed necessary, to facilitate and complete the process of translating the resources from English to other official South African languages and vice versa.
- 1.6 The service provider will therefore be required to produce, but not be limited to, five types of resources in group 1 as per following guidelines:
  - (a) Posters that communicate and demonstrate scientific and science-related information or concepts in a form of a cartoon, comic strip, research schematic or infographics (e.g. demonstrate the hydrogen fuel cell technology processes). The general sizes of posters will be between A0 to A3.
  - (b) Manuals that contain scientific and science-related information and that are instructional to demonstrate a step-by-step approach to a scientific or general project process (e.g. manual for a science debate, science communication manual or a science shop manual). The general size of all manuals will be an A4 and have varying lengths of between ten (10) to eighty (80) pages.
  - (c) Infographics that communicate scientific and science-related information in statistical (i.e. data visualisation), informational, timeline, illustrative or video, comparison and hierarchical formats. The general size of the infographics will range from A4 to A5. The length of illustrative or video formats will be between one (1) to two and half (2½) minutes.
  - (d) Policy briefs and reports that are produced in consultation with researchers and targeting decision makers, and offer insights to support decision makers in understanding a research-related issue and provide support to evidence-based decision making.
  - (e) Information packs that offer insightful scientific information on high-level topics such as nanotechnologies. The content produced should consider various perspectives (e.g. application and benefit, economic, socio-cultural and political) crucial to formulating, supporting and presenting logical arguments for a scientific debate. The materials will range from four (4) to eight (8) A4 pages.

- 1.7 The service provider will be required to review existing resources to update outdated content and, where necessary, repackaging the content into new formats, as outlined in the writer's brief or terms of references.
- 1.8 The service provider will be required to undertake the graphic design and layout as per the specifications outlined in the writer's brief and / or terms of references. Unless specific instructions have been provided, the following general guideline to layout and design will be applicable:
  - 1.8.1 The service provider will be required to provide three look and feel options. SAASTA will thereafter choose one option for the service provider/s to develop further and adapt as per the final approved content.
  - 1.8.2 The service provider will be required to source and incorporate up to eight images and/or illustrations that are relevant and appropriate to the theme, topic or content (e.g. red blood cells for a nanotechnology and health fact sheet).
  - 1.8.3 The service provider will be required to make up to a maximum of four rounds of changes, and this excludes cases where changes had been requested by SAASTA but had not been effected by the service provider.
  - 1.8.4 The service provider will be required to use the final approved content or text, logos, social media, website, and specific project background information and any other information that has been provided by SAASTA to incorporate into the resource/s.
  - 1.8.5 The service provider will be required to obtain final sign-off from SAASTA on all resources and, thereafter, provide open design and print-ready files and/or artwork accompanied by the corresponding printing specifications.

Group 2: The scope and extent of work includes the development, production, editing, graphic design, expert review and language translation of engaging and interactive multimedia content that communicates scientific information using different media (including corporate communications).

- 2.1 The service provider will be required to conduct research, conceptualise and produce multimedia content (e.g. text, storyboard and/or scripts) as per the writer's brief and/or terms of reference according to SAASTA's scientific processes in **Annexure A**. The content should be in simple and understandable language and unless stated, the default language should always be in English.
- 2.2 The service provider will be required to produce content that is creative, innovative and that is scientifically accurate, credible, ethical, authoritative, and is considerate or sensitive to a wide range of demographics (i.e. race and gender).
- 2.3 The service provider is encouraged, where appropriate and necessary, to use storytelling, humour, metaphors and relevant illustrations or graphics in a persuasive and entertaining manner that convey scientific information and facts.
- 2.4 The service provider will be required, where appropriate (and is encouraged where not specifically stated), to produce resources that stimulate engagement in the form of a discussion, debate and interactivity with the end user.
- 2.5 The service provider will be required, where deemed necessary, to facilitate and complete the process of translating the resources from English to other official South African languages, and vice versa.
- 2.6 The service provider will therefore be required to produce, but not be limited to, five types of resources in group 2 as per following guidelines:
  - (a) Animations that communicate scientific and science-related information, concepts and ideas through stimulating animated graphics and explainers (e.g. cartoon or whiteboard animations), with voice-over narratives that complement the visuals and convey the key messages. The standard length of animation videos will be between 30 seconds to five minutes.
  - (b) Popular science articles that are intended for different media (national, regional, local and social)

for the effective communication of scientific and science-related information and messages that are strategically layered across these communication tools. The service provider is required to interpret complex scientific or technical information and adapt it into different formats that are easily accessible and understandable to a variety of audiences. The standard length of the articles will vary between 400 to 1200 words and, where required, include commentary from scientists, researchers or subject experts in that particular field.

- (c) Social media campaigns that drive effective communication of scientific information and science-related agenda to create awareness of and public understanding of science to appropriate target audiences across one or more social media platforms. The messages should be tailored for the relevant platforms.
- (d) Audio visual productions which include audio, audio visuals including animated graphic elements (combining varying components of sound, movement and light) that communicate scientific and science-related information, concepts and ideas. These productions may include audio visuals profiling cutting-edge research, research infrastructure and research in the field, and short documentaries on palaeo sciences, for example. The standard length of audio visual production resources will be 30 seconds to 15 minutes.

2.7 The service provider may be required to creatively combine certain elements of resources in group 1 and 2 to produce resource/s that communicate scientific concepts, ideas and facts in an innovative manner e.g. producing a quick response coded posters or infographics. Where necessary, the service provider may also be requested to adapt specific resource/s for different media platforms e.g. animation video editing for social media.

2.8 The service provider will be required to undertake the graphic design and layout as per the specifications outlined in the writer's brief and/or terms of references.

Group 3: The scope and extent of work includes the compilation, editing, layout and design, production, distribution, and monitoring of electronic newsletters

### **3.1 General service requirements**

3.1.1 The service provider will be required to produce electronic newsletters and each edition of the newsletter will contain between eight to twelve articles, of between 500 to 800 words and where applicable, including at least one opinion piece (an in-depth and insightful article from subject expert/s in the field/s). The newsletters should be written in English language.

3.1.2 The service provider will be required to produce different types of electronic newsletters within the scope and extent of work. The newsletters will differ in terms of the objectives, the content contained and the target audience/s. The focus will include, but not be limited to, research communication, covering science engagement initiatives and, where necessary, combine the fields of corporate communication and science engagement.

3.1.3 The frequency of the electronic newsletters will be communicated as per writer's brief and/or terms of references but will generally be on a bi-monthly (i.e. once every two months) and quarterly (i.e. once every three months).

### **3.2 Compilation, editing, development and production**

3.2.1 The service provider will be required to develop a once-off standard template for all types of electronic newsletters. For each newsletter, the service provider will present at least three different draft templates to SAASTA, who will select one draft, and if required, request the service provide/s to develop it further. These

standard templates will be used as official templates for each of the SAASTA electronic newsletters produced by the service provider.

- 3.2.2 The service provider will be required to conduct research, write and produce articles as per themes, topics and guidelines contained in the writer's brief and/or terms of references. The service provider may source current and "hot" content for producing the articles by contacting scientists, researchers and subject experts at various institutions in the system of innovation.
- 3.2.3 The service provider may alternatively be provided with the content of the newsletters (partly and/or all articles) by SAASTA as determined in the writer's brief and/or terms of references and shall be expected to use this content to compile, edit, develop and produce the newsletter/s.
- 3.2.4 The newsletters should be in a bulletin-type format and should be created in Hyper Text Mark-up Language format, with clickable links to the stories saved in an archive on the SAASTA server. The full stories should be created on the server as 'pages' with relevant illustrations. The newsletter will act as a 'teaser', with a heading, key highlights of the longer article, and thumbnail images to entice readers to click through and therefore driving traffic to the SAASTA website.
- 3.2.5 The editing and expert review of the newsletters, where applicable, will be guided by the quality assurance processes for science information developed and disseminated by SAASTA, including the scientific editorial process. For most articles, unless otherwise specified, the processes require that at least two subject experts review the content and that these experts should hold at least doctorate qualifications in that particular field and have research interests specific to the article topic.
- 3.2.6 The newsletter/s (i.e. content, design) should induce interactivity (e.g. interactive polling, comments on the articles, and suggestions on future topics to be covered) with and amongst the recipients and readers, and stimulate engagement in the form of collaborations, discussion and debates.
- 3.2.7 The service provider should ensure that the authorisation of each newsletter edition (i.e. content, layout) is granted by SAASTA as per agreed timelines to ensure correction of any errors and that the newsletter is uploaded and distributed electronically.

### **3.3 Distribution and Monitoring**

- 3.3.1 The first issue of the electronic newsletter/s should be distributed as per the agreed timelines after signing all necessary contractual agreements. The distribution of subsequent newsletter/s should occur by the last day for that particular newsletter i.e. last day of every second month or third month.
- 3.3.2 The service provider should ensure that the authorisation of each newsletter edition (i.e. content, layout) is granted by SAASTA with sufficient time to allow for the correction of any errors and for the newsletter/s to be uploaded and distributed electronically.
- 3.3.3 The service provider will be provided with a database of recipients that should receive the newsletter/s. The service provider should ensure adherence with all applicable legislative and/or legal requirements in managing the database and distribution especially pertaining to the privacy policy. The service provider may also be required to expand and/or alter the database (e.g. addition of recipients) and, at the end of the contract, the service provider will be required to provide SAASTA with an updated database. The newsletter/s should also have an option for the recipients to subscribe (or sign up) and unsubscribe.
- 3.3.4 The service provider will be required to ensure that all newsletter/s are compatible with the range of devices (e.g. laptops, tablets), browsers (e.g. internet explorer, google chrome) and that the contents and illustrations are clearly displayed in a professional manner and its appearance (e.g. resolution) is of the highest standards.
- 3.3.5 The service provider will be required to do 'spot checks' and monitor the distribution or non-distribution of the

newsletter/s to determine if indeed the newsletter/s are reaching the intended recipients. Where there is non-distribution or recipients do not receive the newsletter/s, the service provider will be required to find a solution that will resolve the problem.

- 3.3.6 The service provider will be required to use a set of analytics, monitor and report against these analytics to measure the newsletter/s performance. The structure, contents and frequency of the performance report will be decided and agreed to by both the service provider and SAASTA before the commencement of the contract/s.

## DUE DILIGENCE

**Provide detailed requirements to evaluate the bidder's ability to deliver on the bid.**

- 4.1 The service provider is required to have a minimum of four years' experience (i.e. company experience) in science communication resource development. The company profile should clearly describe experience and expertise in developing resources or similar resources in one and/or all of the three groups.
- 4.2 The service provider is required to provide proof of the human resources and/or project teams that will be responsible for the development of science communication resources in all three groups. The service provider will be required to submit certified copies of all qualifications before the appointment and signing of contract/s.
- 4.2.1 The service provider should provide curriculum vitae of at least one project leader with three years' experience in general science communication resource development. The project leader's profile should demonstrate a track record in the project management of developing science communication resources.
- 4.2.2 The service provider should provide curriculum vitae of at least two writers experienced in the development of science communication resources. The service provider should also submit curriculum vitae of at least one person that will support the writers with researching the topics or themes of the resource/s to be developed.
- 4.2.3 The service provider should provide curriculum vitae of at least one graphic designer with an undergraduate minimum qualification in graphic design and three years' experience. The curriculum vitae should also be accompanied by a portfolio of recent designs within the last three years. The graphic designer should also demonstrate experience and expertise in using design software e.g. Photoshop, Sketch, Adobe Illustrator, Adobe InDesign.
- 4.2.4 The service provider should provide curriculum vitae of personnel (e.g. videographers), internal or external, or at least demonstrate capacity and capability to develop and produce audio visual productions such as animations, documentaries. The service provider should provide proof (e.g. portfolio of projects) of having produced audio visual productions for science communicate purposes. SAASTA will accept the outsourcing of audio visual productions but require that the service provider provide proof of their intention to work with a company or personnel with the appropriate expertise and capacity.
- 4.2.5 The service provider should provide curriculum vitae of personnel (e.g. social media copywriter), or at least demonstrate capacity and capability to plan, manage and execute social media campaigns targeting at least three social media platforms. The service provider should provide proof (e.g. portfolio of projects) of having planned, managed and executed social media campaigns.
- 4.2.6 The service provider should provide curriculum vitae of at least three writers, internal or outsourced,

to write and produce popular science and corporate communications related content and/or articles. The three writers should have a minimum qualification of a journalism undergraduate qualification and minimum of five years' experience. SAASTA will consider writers with other writing qualifications and that have sufficient experience and proof of having published media articles. At least two writers should each provide a minimum of 10 science-related content and / or articles published in various media (e.g. national, regional, local) in the last two years.

4.2.7 The service provider should provide curriculum vitae of personnel (e.g. professional translators), internal or outsourced, or at least demonstrate capacity and capability to translate the text or content for group 1 and 2 resources from English to other South African languages, and vice versa. SAASTA will accept the outsourcing of professional translators but require that the service provider, for the purposes of evaluating the proposals, provide proof of their intention to work with company or personnel that is and/or are suitably qualified and/or experienced in translating a minimum of five languages from English and vice versa.

4.2.8 The service provider should provide curriculum vitae of at least three subject experts, internal or outsourced, with a minimum of doctorate qualifications that will support the production of the electronic newsletter/s by keeping abreast of developments in their scientific fields and identifying "hot" topics, and scientists and/or researchers for writers to interview and source content. The subject experts should have a track record of having published scientific papers in reputable or recognised academic journals within the last five years. The three subject experts, for the purposes of evaluating the submitted bids, should be specialists in any of the following fields, hydrogen and fuel cell technologies, nanotechnology, biotechnology, space science and technology, astronomy, palaeosciences, marine sciences and indigenous knowledge systems (the three subject experts should come from three different fields).

4.3 The service provider, for the purposes of evaluating the bids, should submit a project proposal based on the writer's brief and/or terms of references in **Annexure B**. The brief and/or terms of references as contained in Annexure should be considered as an example, solely for the purposes of soliciting the project proposal from the bidder. The format and content of the writer's brief's brief and/or terms of references may differ upon signing of contract with the appointed service provider.

4.4 The service provider is required to submit at least three contactable references from at least three separate companies. The reference letters should indicate the science communication resource project/s that the bidder has completed for the creditor/s within the last four years.

4.5 The service provider will be required after contracting (e.g. authorisation of purchase order/s) to attend a project inception meeting to discuss or clarify the finer details relating to the development of the resource/s as per the writer's brief and/or terms of references.

4.6 The service provider should adhere to the quality assurance processes for science information developed and disseminated by SAASTA including the scientific editorial process. The document with all full processes will be shared with the appointed service provider. The resource/s will also have to adhere to the SAASTA corporate branding guidelines. The resource/s complying with all quality assurance processes and corporate branding guidelines should carry the 'SAASTA certified' logo endorsing the accuracy and reliability of the scientific information produced through SAASTA.

4.7 The service provider will be required to declare that the content and/or resources are free of plagiarism, misinformation and disinformation. Through its internal mechanism, SAASTA will undertake to verify the scientific accuracy, credibility and ethical dimension of the resources.

4.8 If consortiums / partnerships / joint ventures are formed to address the requirements of this bid, the service provider/s will be required to submit a copy of the joint venture agreement between all relevant parties and

all members will be required to be tax compliant and provide proof thereof. Please refer to the Special Conditions of Contract for all relevant requirements.

### **Ethical requirements**

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

## **CONTRACT PERIOD**

The contract for this procurement will be for a duration of 36 months. The contract will commence on the date that the last signatory signs the contract and continue until termination as per contract agreement.

## **CONTRACT MANAGEMENT**

**Specify method of delivery and conditions for determining successful delivery after contract (SBD 7.1) is signed**

- 5.1 The award of the contract/s to the appointed service provider establishes a contract/s between the NRF and appointed service provider and, therefore, the general and special conditions of contract are applicable.
- 5.2 The appointed service provider will be required to submit a quotation for the work required as per the writer's brief and/or terms of references within the bid scope and extent of work.
- 5.3 The point of contact for the appointed service provider at SAASTA will be the Science Communication Division (i.e. contract manager) and queries should therefore be directed accordingly.

### **Termination of contract due to non-performance**

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

### **Occupational Health and Safety when working on NRF sites:**

- 5.5 All personnel performing work on SAASTA site/s as part of this contract are responsible to obtain safety induction.
- 5.6 Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the appointed service provider meets with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.
- 5.7 The appointed service provider, once signing the contract (SBD 7 and the NRF's Section 37.2 agreement), is responsible for itself, its employees, and those people affected by its operations in terms of the Act the regulations promulgated in terms thereof. The appointed service provider performs all work and uses equipment on site complying with the provisions of the Act.
- 5.8 To this end, the appointed service provider shall provide SAASTA with a valid Letter of Good Standing in

terms of the COID Act and ensures its validity does not expire while executing this bid, where applicable. The appointed bidder furnishes its registration number with the office of the Compensation Commissioner.

- 5.9 The appointed service provider maintains a health and safety plan complying with the requirements of The Act at the work site during the period that contracted work takes place on the site.
- 5.10 SAASTA manages the appointed service provider in its capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The appointed service provider accept liability for any contraventions to the Act. Each member of the appointed service provider and their teams (including sub-contracted personnel), submit a signed indemnity form prior to entering the work site, which is kept in the appointed service provider' health and safety file.

#### **Original bid documents for contract signing**

- 5.11 The sets of original bid documents in submitted format (paper and/or electronic serves as the original master set for the legal contract document between the contracting parties. The master set remains at the NRF and has precedence over any other copies in the case of any discrepancies within the other sets of documents. The master set has the originals or certified copies of any certificates stipulated in this document attached.

#### **Managing service levels**

- 5.12 Upon appointment, all parties agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing which is appended to this contract document.
- 5.13 Where all or concerned parties agree to a variation of these, the parties sign the revision which is appended to this contract document.
- 5.14 The appointed third party and SAASTA contract manager measure delivered performance against these performance levels.
- 5.15 Where either party has identified poor performance under this contract, the concerned parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.
- 5.16 The concerned parties will monitor the corrective actions.
- 5.17 The concerned parties will assess the applicability of penalties to the incurred poor performance and apply these,
- 5.18 The service performance levels are:

Service	Measurement methodology	Penalty trigger level	Penalty
<p>Delivery of the resource/s as per agreement, which include writer's brief and/or ToR and authorised purchase order.</p>	<p>Both or the parties concerned agree on the scope of work as detailed in the agreement including the purchase order.</p>	<p>Failure to develop the resource/s as per the scope of work in the agreement.</p>	<p>First failure to develop the resource/s as per the agreement will result in the invoice not being paid and the cancellation of the purchase order.</p> <p>Repetitive failure to abide by agreement may result in SAASTA terminating the contract.</p>
<p>Adherence to the quality assurances processes including the scientific editorial process</p>	<p>Final version of developed resource/s have adhered to all stages of the quality assurances processes including the scientific editorial process</p>	<p>Failure to adhere to all stages of the quality assurances processes including the scientific editorial process</p>	<p>First failure will result in a 20% penalty of invoice value for breaching the quality assurance processes.</p> <p>Repetitive failure to adhere or breaching the quality assurance processes may result in SAASTA terminating the contract.</p>
<p>Quality standards of the resource/s that have been developed</p>	<p>The acceptable quality levels as per agreement by both or all parties for the resource/s developed (i.e. layout of text, graphics, illustrations)</p>	<p>Failure to reasonably abide by the NRF-SAASTA's quality standards</p>	<p>First failure to abide by required quality standards will result in a 10% penalty of the invoice.</p> <p>Repetitive failure to abide by the required quality standards may result in SAASTA terminating contract.</p>
<p>Adherence to the agreed timelines for the development of the resource/s</p>	<p>Adherence to the agreed timelines by both parties</p>	<p>Failure to adhere to the agreed timelines between both and/or all parties</p>	<p>First failure to adhere to the agreed timelines will result in a 10% penalty of the invoice.</p> <p>Subsequent failures to adhere to the agreed timelines will result in a 5% penalty of the invoice for each day of non-delivery.</p> <p>Repetitive failure to adhere to the agreed timelines may result in SAASTA terminating the contract.</p>

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

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

The National Research Foundation cannot amend the National Treasury's General Conditions of Contract (GCC). The National Research Foundation compiles separate Special Conditions of Contract (SCC) relevant to this bid where applicable supplementing the General Conditions of Contract. Where there is conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC 1	Definitions - The following terms shall be interpreted as indicated:
1.1	"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
1.2	"Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
1.3	"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	"Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	"Country of origin" means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components
1.7	"Day" means calendar day.
1.8	"Delivery" means delivery in compliance of the conditions of the contract or order.
1.9	"Delivery ex stock" means immediate delivery directly from stock actually on hand.
1.10	"Delivery into consignee store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
1.11	"Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
1.12	"Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
1.13	"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
1.14	"GCC" mean the General Conditions of Contract.
1.15	"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.16	"Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
1.17	"Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	"Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	"Order" means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	"Project site", where applicable, means the place indicated in bidding documents.
1.21	"Purchaser" means the organization purchasing the goods.
1.22	"Republic" means the Republic of South Africa.
1.23	"SCC" means the Special Conditions of Contract.
1.24	"Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
1.25	"Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
GCC2	Application
2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring,

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
GCC 3	General
3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2	With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>
GCC 4	Standards
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
GCC 5	Use of contract documents and information
5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
SCC5A	Copyright and Intellectual Property
	<p>Intellectual property refers to creation of the mind, such as inventions; literary and artistic works; designs; and symbols, names, images used in commerce; and includes copyright (a legal term describing the rights that creators have over their literary and artistic works including books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings); trademark (a legal term describing a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises); and patents (a legal terms describing an exclusive right granted for an invention providing the patent owner with the right to decide how - or whether - the invention can be used by others).</p> <p>Background intellectual property is defined as the intellectual property pertaining to this contract and created and owned by any of the contracted parties to this contract prior to the effective date of this contract.</p> <p>Contract intellectual property is defined as intellectual property created by the parties to this contract for and in the execution of the contract.</p> <p>All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contracted parties to this contract. Both parties disclose openly such intellectual property ownership to the parties in writing at the commencement of this contract.</p> <p>The contracted party grants the NRF a fully paid up, irrevocable, and non-exclusive licence to use its background intellectual property for the exploitation of this contract to enable the NRF to obtain the full benefit of the contracted deliverables for this contract.</p> <p>The parties agree that all right, title, and interest in contract intellectual property created during the execution of this contract invests with the NRF unless where agreed in writing to a different allocation of the ownership of the contract intellectual property with such allocation being an appendums to this contract.</p> <p>Both parties to this contract shall keep the intellectual property created during this contract confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted party agrees to assist the NRF in obtaining statutory protection for the contract intellectual property at the expense of the NRF wherever the NRF may choose to obtain such statutory protection.</p> <p>The contracted party shall procure where necessary the signatures of its personnel for the assignment of its respective contract intellectual property to the NRF or as the NRF may direct, and to support the NRF or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The contracted party irrevocably appoints the NRF to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the NRF, in its discretion, requires in order to give effect to the terms of this clause.</p>
SCC5B	Confidentiality
	<p>The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the NRF and after termination of its involvement with the NRF, the recipient shall not:</p> <ul style="list-style-type: none"> <li>• Disclose the confidential information, directly or indirectly, to any person or entity, without the NRF's prior written consent.</li> <li>• Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or</li> </ul>

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

	<ul style="list-style-type: none"> <li>• Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.</li> </ul> <p>The recipient shall ensure that any employees, agents, directors, contractors, service provider, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to</p> <ul style="list-style-type: none"> <li>• Disclose the confidential information to any third party, or</li> <li>• Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,</li> <li>• The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.</li> </ul> <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ul style="list-style-type: none"> <li>• Was independently developed by the recipient prior to its involvement with the NRF or in the possession of the recipient prior to its involvement with the NRF;</li> <li>• Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;</li> <li>• Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the NRF, or</li> <li>• Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the NRF of such requirement prior to any disclosure.</li> </ul> <p>The recipient shall within one (1) month of receipt of a written request from the NRF to do so, return to the NRF all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:</p> <ul style="list-style-type: none"> <li>• All written disclosures received from the NRF;</li> <li>• All written transcripts of confidential information disclosed verbally by the NRF; and</li> <li>• All material embodiments of the contract intellectual property.</li> </ul> <p>The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.</p> <p>Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.</p> <p>The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the NRF. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the NRF is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.</p>
SCC5C	Copyright and Intellectual Property
	The third party hereby gives the NRF permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the third party gives its voluntary explicit consent to the terms of this special condition.
GCC6	Patent rights
6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
GCC7	Performance security
7.1	Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
7.3	<p>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:</p> <p>7.3.1 bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>7.3.2 cashier's or certified cheque.</p>
7.4	The performance security will be discharged by the purchaser and returned to the supplier within thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
SCC	An acceptable financial performance bond is required where an upfront deposit is paid by NRF over an amount of R 1 million (or such lesser amount as specified here) to the same value as any such upfront deposit.
GCC8	Inspections, tests and analyses

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

8.1	All pre-bidding testing will be for the account of the bidder.
8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
GCC9	Packing
9.1	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC10	Delivery and Documentation
10.1	Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
10.2	Documents submitted by the supplier specified in SCC.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC11	Insurance
11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
SCC	The appointed bidder carries insurance of at least 3% of the contract value or R 2 million for public liability, product liability, and professional indemnity, whichever is greater.
GCC12	Transportation
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC13	Incidental services
13.1	The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: 13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods; 13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods; 13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; 13.1.4 Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and 13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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SCC	In the event that this document makes provision for such service elsewhere in this document, it is only valid if confirmed through the issue of a written purchase order that specifies, where applicable, quality, quantity, description, unit price, and delivery date.
GCC14	Spare parts
14.1	As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: 14.1.1 Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and 14.1.2 In the event of termination of production of the spare parts: 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and 14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
SCC	In the event that this document specifies provision of spare parts elsewhere, the term "may" in GCC14 is replaced by the term "shall", the supplier provides at commencement of the contract a list of spares, whether in stock or ordered in from the OEM, their lead times for delivery to NRF and their unit prices and at each time, the list is amended, updated, or re-priced. The supplier undertakes to hold and/or make available an adequate supply of spares parts within reasonable periods upon receipt of purchase order issued by the purchaser in terms of the pricing mechanism in GCC17.
GCC15	Warranty
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.
SCC	No special condition applicable, unless specified elsewhere in this document.
GCC16	Payment
16.1	The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
16.4	Payment will be made in Rand unless otherwise stipulated in SCC.
SCC	Payment is made 30 days after receipt of invoice or claim by the purchaser to NRF which period is automatically extended by any delay occasioned by the supplier such as failure to supply a copy of the delivery note, if applicable; and/or failure to provide proof of fulfilment of other obligations stipulated in the contract
GCC17	Prices
17.1	Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
SCC	No additional special conditions other than stated in the price section in this document.
GCC18	Contract amendment
18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
GCC19	Assignment
19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
GCC20	Subcontract

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract
GCC21	Delays in supplier's performance
21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
21.2	If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
GCC22	Penalties
22.1	Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
GCC23	Termination for default
23.1	The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:  23.1.1 If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;  23.1.2 If the supplier fails to perform any other obligation(s) under the contract; or  23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
23.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3	Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4	If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
23.5	Any restriction imposed on any person by the Accounting Authority will, at the discretion of the Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Authority actively associated.
23.6	If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:  23.6.1 the name and address of the supplier and / or person restricted by the purchaser; 23.6.2 the date of commencement of the restriction 23.6.3 the period of restriction; and 23.6.4 the reasons for the restriction.  These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
23.7	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act,

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	No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
GCC24	Anti-dumping and countervailing duties and rights
24.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
GCC25	Force Majeure
25.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event
GCC26	Termination for insolvency
26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
GCC27	Settlement of disputes
27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	Notwithstanding any reference to mediation and/or court proceedings herein, 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and 27.5.2 the purchaser shall pay the supplier any monies due the supplier.
GCC28	Limitation of liability
28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
GCC29	Governing language
29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
GCC30	Applicable law
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	Notices
31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice

## GENERAL AND SPECIAL CONDITIONS OF CONTRACT

GCC32	Taxes and duties
32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services
GCC33	National Industrial Participation Programme
33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
GCC34	Prohibition of restrictive practices
34.1	In terms of Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3	If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.

## EVALUATION CRITERIA FOR THE BID

RESPONSIVE BID EVALUATION						
Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference	SCM Verification
<b>RETURNABLE DOCUMENTS</b>						
Signed SBD 1		Mandatory	Completed and Signed		Pg.33 and 44	
Signed SBD 3.1		Mandatory	Completed and Signed		Pg.27	
Signed SBD 4		Mandatory	Completed and Signed		Pg.36	
Signed SBD 6.1		Mandatory	Completed and Signed		Pg.39	

**TECHNICAL BID EVALUATION**

**NB: The evaluation criteria applies to all THREE groups (Group 1, 2 and 3)**

<b>Document description</b>	<b>Reference to bidder's document</b>	<b>Weight</b>	<b>Criteria</b> (All criteria are weighted equally to each other)	<b>Grading Scheme</b>	<b>Bid Section Reference</b>	<b>BEC Verification</b>
Organisational Profile		Go	Bidder has submitted a company profile with a description of its core business, resource development portfolio	Go / No-go	Page 9	
Human Resources (internal and external)		Go	<p>Bidder has submitted curriculum vitae of human resources, project teams, subject experts and all supporting documents, as per following:</p> <ul style="list-style-type: none"> <li>• At least one project leader with experience in general development of science communication resources and project management track record in developing science communication resources.</li> <li>• At least two writers and one researcher that are experienced in the development of relevant resources.</li> <li>• At least one graphic designer with the minimum qualification, experience, skill set and a portfolio of designs.</li> <li>• At least three writers to produce media related content or articles, have the minimum experience, qualifications and produced science related articles in the last two years (as per 4.2.6).</li> </ul>	Go / No-go	Pages 9 to 10	

**TECHNICAL BID EVALUATION**

**NB: The evaluation criteria applies to all THREE groups (Group 1, 2 and 3)**

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference	BEC Verification
			<ul style="list-style-type: none"> <li>• All personnel or capacity or capability to develop and produce audio visual productions accompanied by relevant proof i.e. portfolio of projects.</li> <li>• All personnel or capacity or capability to plan, manage and execute a social media campaign across three social media platforms.</li> <li>• All personnel or capacity or capability to translate the resources from English to other South African languages and vice versa.</li> <li>• At least three subject experts within the selected science topics with minimum of doctorate and have track record of publishing papers in the last five years in academic journals.</li> </ul>			
Project Proposal (according to the writer's brief and / or terms of references in Annexure B)		Go	Bidder should submit a detailed proposal for developing, producing and the graphic design of resources across the three groupings. The following provide guidelines: <ul style="list-style-type: none"> <li>• Proposal should be guided by the scope and extent of work for the three main groupings.</li> </ul>	Go / No-go	Pages 5 to 10, Annexure A and B	

**TECHNICAL BID EVALUATION**

**NB: The evaluation criteria applies to all THREE groups (Group 1, 2 and 3)**

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference	BEC Verification
			<ul style="list-style-type: none"> <li>• Proposal should be guided by writer's brief and / or terms of references as provided in <b>Annexure B</b>.</li> <li>• Proposal should outline a project-based approach to managing the overall development process, expertise and capacity to address the requirements of the scope and extent of work.</li> </ul>			
Quality of Past Work		Go	Bidder should submit proof of having previously developed science communication resources in line with the scope as per the following: <ul style="list-style-type: none"> <li>• The copies of at least three different resources for group 1.</li> <li>• The copies of at least three different resources for group 2 and the 10 media related articles by writers.</li> <li>• The copies of at least one electronic newsletter produced within the last four years.</li> </ul>	Go / No-go	Not Applicable	
Contactable References		Go	Bidder has submitted at least three contactable reference letters from at least three separate companies. The reference letters should	Go / No-go	Not Applicable	

**TECHNICAL BID EVALUATION**

**NB: The evaluation criteria applies to all THREE groups (Group 1, 2 and 3)**

Document description	Reference to bidder's document	Weight	Criteria (All criteria are weighted equally to each other)	Grading Scheme	Bid Section Reference	BEC Verification
			indicate the science communication resource project/s that the bidder has completed for the creditor/s within the last four years.			

NB: Any bidder failing to meet “Go” in all criterions will be disqualified

<b>BIDDER IS ABLE TO DELIVER THE SPECIFICATION?</b>	<b>YES - PASS TO PRICING</b>	<b>NO - DISQUALIFIED</b>
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# PART B – PRICING

## PRICING REQUIREMENTS FOR THIS BID

Actual Prices charged by the bidder for goods delivered and/or services performed for this bid shall not vary from the prices quoted by the bidder in the submitted bid with the exception of any price adjustments as outlined BY THE BIDDER in the response and such adjustments are in accordance with the rules stated below:

1.	<b>Applicability of quoted prices:</b> All quoted prices are applicable throughout the contract period unless price adjustments are specified. The NRF reserves the right to reject overpriced or underpriced bids.
2.	<b>Price Quotation Basis:</b> Unit prices are fully inclusive of all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency. Where imported goods/services are to be used, and pricing is subject to changes in the exchange rate, the exchange rate must be stated in arriving at ZAR together with the ratio of the price for the imported component relative to the total price.
3.	<b>Value Added Tax:</b> Pricing will be adjusted for any variation in the Value Added Tax rate as gazetted.
4.	<b>Contract Price Management during the contract:</b> Where appropriate, written purchase orders will be issued authorising the deliverables of this bid as addendums to this contract. The purchase orders stipulate quantity, work description, delivery date, and the unit price in accordance with the contract.

## BID PRICE SCHEDULE (SBD 3.1)

Submit pricing in separate envelope (stand-alone)

No	QTY	DESCRIPTION	FREQUENCY	UNIT PRICE	TOTAL (INCLUDEs VAT of 15%)
A. Group 1 – Conduct research, conceptualise, write, produce content and graphic design of the science communication resources					
1.	2	Posters (A0 size)	Yearly		
	2	Posters (A1 size)	Yearly		
	3	Posters (A2 size)	Yearly		
	3	Posters (A3 size)	Yearly		
2.	1	Manual (A4 size, 50 pages)	Yearly		
	1	Manual (A4 size, 80 pages)	Yearly		
3.	2	Infographics (A4 size, statistical infographic)	Yearly		
	2	Infographics (A4 size, timeline infographic)	Yearly		
	2	Infographics (A5 size, informational infographic)	Yearly		
	2	Infographics (one to two minutes in length, illustrative and / or video infographic)	Yearly		
	3	Policy Briefs (A4 size, 5 pages)	Yearly		
	2	Policy Reports (A4 size, 10 pages)	Yearly		
4.	3	Informative topic packs (A4, 8 pages)	Yearly		

No	QTY	DESCRIPTION	FREQUENCY	UNIT PRICE	TOTAL (INCLUDES VAT of 15%)
B. Group 2 – Conduct research, conceptualise, write, produce content and graphic design of the science communication resources					
5.	2	Cartoon animations (full colour, voice over in English, between 30 seconds to three minutes)	Yearly		
	2	Whiteboard animations (full colour, voice over, translated from English to IsiZulu, between two minutes to five minutes)	Yearly		
6.	5	Science-related media articles (800 to 1200 words) including graphic design (A4 size, double page spread, three photos and three logos)	Yearly		
	10	Science-related media articles (400 to 600 words) including graphic design (A4 size, one page, two photos and three logos)	Yearly		
7.	1	Social media campaign (conducted on one platform for a period of 21 days)	Yearly		
	1	Social media campaign (conducted on three platforms for a period of one month)	Yearly		
8.	2	Audi Clips (between 30 seconds to three minutes)	Yearly		
	2	Audio Visuals (i.e. documentary) (between 30 seconds to three minutes)	Yearly		
	1	Audio Visuals (i.e. documentary) (between eight minutes to fifteen minutes)	Yearly		
C. Group 3 – Compilation, editing, layout and design, production, distribution and monitoring of electronic newsletters					

No	QTY	DESCRIPTION	FREQUENCY	UNIT PRICE	TOTAL (INCLUDES VAT of 15%)
9.	4	<p>Graphic design of once off electronic newsletter template (including all the costs associated with draft standard templates)</p> <p>Editing, graphic design, production, distribution, and performance monitoring of the quarterly electronic newsletters</p> <p><b>NB:</b> The 12 newsletter articles (500 to 800 words) including photos to be supplied by SAASTA.</p>	Yearly		
10	6	<p>Graphic design of a once off electronic newsletter template (including all the costs associated with draft standard templates)</p> <p>Compilation, editing, graphic design, production, distribution, and performance monitoring of the bi-monthly (once every two months) electronic newsletters.</p> <p><b>NB:</b> The 12 newsletter articles (500 to 800 words) and one opinion piece (500 to 800 words) to be produced by service provider. The articles should be in different research fields as specific in 4.2.8. A minimum of two photos should be included per article or opinion piece.</p>	Yearly		
TOTAL BID PRICE INCLUSIVE OF VAT				R	

# PART C – BID PREPARATION AND SELECTION

## THE BID PREPARATION

### Clarification

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

### Response preparation costs

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

### Counter proposals

No counter proposals are accepted.

### Two envelope system

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

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

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

### Central Supplier Database registration

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

### Collusion, fraud and corruption

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

### Fronting

The NRF supports the Government's broad based black economic empowerment initiatives recognising that real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NRF condemns any form of fronting. SAASTA's evaluation committees will conduct or initiate enquiries to determine the accuracy of bidders' representations. Bidders must ensure that fronting does not exist. Should SAASTA suspect any form of fronting, the bidder is given 7 days from date of notification to provide evidence that such fronting does not exist. SAASTA, upon confirmation of fronting, will invalidate the bid or any contracts entered into with the bidder, apply for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies SAASTA may have against such a bidder.

### Disclaimers

The NRF has produced this document in good faith. The NRF, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to

any third parties concerning the document. The NRF has no liability towards the bidders in connection therewith.

General definitions

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

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

“Bid” means a written offer in a prescribed or stipulated form in response to an invitation by the National Research Foundation for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“Contract” means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7) which has been signed by the awarded bidder and the National Research Foundations;

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

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

“Proof of B-BBEE status level of contributor” means:

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

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

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

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

“Equipment” means the operational unit including spares, replacement components, consumables, sub-systems, firmware and software that delivers the specified output.

“NRF” means the National Research Foundation and it is used interchangeable with its business units managing the contract being SAASTA.

## THE BIDDER SELECTION PROCESS

### **Stage 1 – Verification of the ability of a bidder to provide the services in accordance with specifications and conditions as set out in the bid documents.**

#### Responsive to submission requirements

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

#### Meeting technical specifications

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

#### Due Diligence

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

### **Stage 2 – Pricing Evaluation**

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

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

The bid will be awarded (post approval by the NRF's Delegated Authority) to the bidder with the highest combined score for Price and BBBEE rating unless there are other objective criteria, specified in the bid documents that need to be considered in addition to the combined score. The award is subject to the final verification of the bidder's tax status as set out in the SBD 1 through the CSD.

#### **Cancellation of the bid prior to award**

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

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

# PART D - RETURNS

<b>INVITATION TO BID (SBD 1)</b>	
<b>Bid number</b>	NRF/SAASTA COMMS/28/2022-2023
<b>Closing date and time</b>	<b>12 August 2022 at 11h00</b>
The NRF recognises the date and time as recorded on its systems for closure purposes.	
<b>SUMMARY OF BID REQUIREMENTS</b>	
<p>The primary objective of this procurement is to appoint a suitable service provider with the experience, expertise and sufficient capacity to develop and review a wide range of science communication resources including graphic design, illustrations, writing, editing, review for a period of 36 months. The resource development approach is a cross-cutting function across SAASTA, focusing mainly on the three strategic areas of science education, communication and awareness, with an intention to develop and produce high quality, impactful and ethical resources that will enhance science engagement with all public audiences. This procurement seeks to appoint a service provider that will develop different resources to ensure that scientific information is adapted into end-user specific resources to mainly communicate scientific concepts and, thereby, enhance the awareness of and understanding of science in general, and stimulate interest, debates and discussions in science, technology and engineering. The development of science communication resources should adhere to the quality assurance processes for all the science information developed and disseminated by SAASTA, including the scientific editorial process</p>	
<b>Number of original bid documents for contract signing</b>	2
<b>Number of evaluation copies (Mark pages as "Evaluation Copy" and number all pages sequentially):</b>	PDF document on a flash drive NB: Bidder to ensure that the drive submitted has the information required. Failure which the BEC will rely on physical copy only.
<b>Price validity period from date of closure</b>	One hundred and fifty (150) days

<b>SUPPLIER INFORMATION</b>
<b>Name Of Bidder</b>
<b>Postal Address</b>
<b>Street Address</b>

## SUPPLIER INFORMATION

<b>Telephone Number</b>					
Code		Number			
<b>Cell Phone Number</b>					
Code		Number			
<b>Facsimile Number</b>					
Code		Number			
<b>E-Mail Address</b>					
<b>VAT Registration Number</b>					
<b>Tax Compliance Status</b>	Tax Compliance System PIN	OR	Central Supplier Database No.	MAAA	
<b>B-BBEE Status Level Verification Certificate</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B-BBEE Status Level Sworn Affidavit</b>	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</b>					
<b>Are you the accredited representative in South Africa for the goods/services/works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]	<b>Are you a foreign-based supplier for the goods/services/works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]		
Is the entity a resident of the Republic of South Africa (RSA)?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a branch in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the entity have any source of income in the RSA?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).					
<b>BID SUBMISSION</b>					
1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.				
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.				
3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential				

## SUPPLIER INFORMATION

Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the NRF and the appointed/awarded bidder.

4. The successful bidder will be required to fill in and sign the contract signature form (SBD7) for this contract.

## TAX COMPLIANCE REQUIREMENTS

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

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

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

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING  
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO  
BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

---

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

## SBD 6.1 - PREFERENCE POINTS CLAIMED

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1. The following preference point systems are applicable to all bids:

- 1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- 1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

The maximum points for this bid are allocated as follows:	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED</b>	100

- 1.2. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.3. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.
- 1.4. POINTS AWARDED FOR PRICE

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

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

<b>80/20 :</b>	$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	OR	<b>90/10 :</b>	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
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- Where  $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

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

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	1	2	3	4	5	6	7	8	Non-compliant
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## SBD 6.1 - PREFERENCE POINTS CLAIMED

<b>Number of points (90/10 system)</b>	10	9	6	5	4	3	2	1	contributor 0
<b>Number of points (80/20 system)</b>	20	18	14	12	8	6	4	2	

3.  
4.

### 3. BID DECLARATION

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

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

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

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

#### SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: .....

VAT registration number: .....

## SBD 6.1 - PREFERENCE POINTS CLAIMED

Company registration number:.....

### TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

### DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

### COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service provider, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1 and 3 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

## SBD 6.1 - PREFERENCE POINTS CLAIMED

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and
- (e) Forward the matter for criminal prosecution.

## SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was any contract between the Bidder and any NRF 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	

## SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a. Has been requested to submit a Bid in response to this Bid invitation;
- b. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

## **SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a. Prices;
- b. Geographical area where product or service will be rendered (market allocation);
- c. Methods, factors or formulas used to calculate prices;
- d. The intention or decision to submit or not to submit, a Bid;
- e. The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f. Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

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

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

## ANNEXURES – ATTACHED AT END OF DOCUMENT

Annexure Number	Annexure Title
Annexure A	Workflow of the Scientific Editorial Process
Annexure B	Writer's brief and / or terms of references
<b>BIDDER ANNEXURES</b>	
Annexure Number	Annexure Title

## BID SIGNATURE (SBD 1)

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

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

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

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

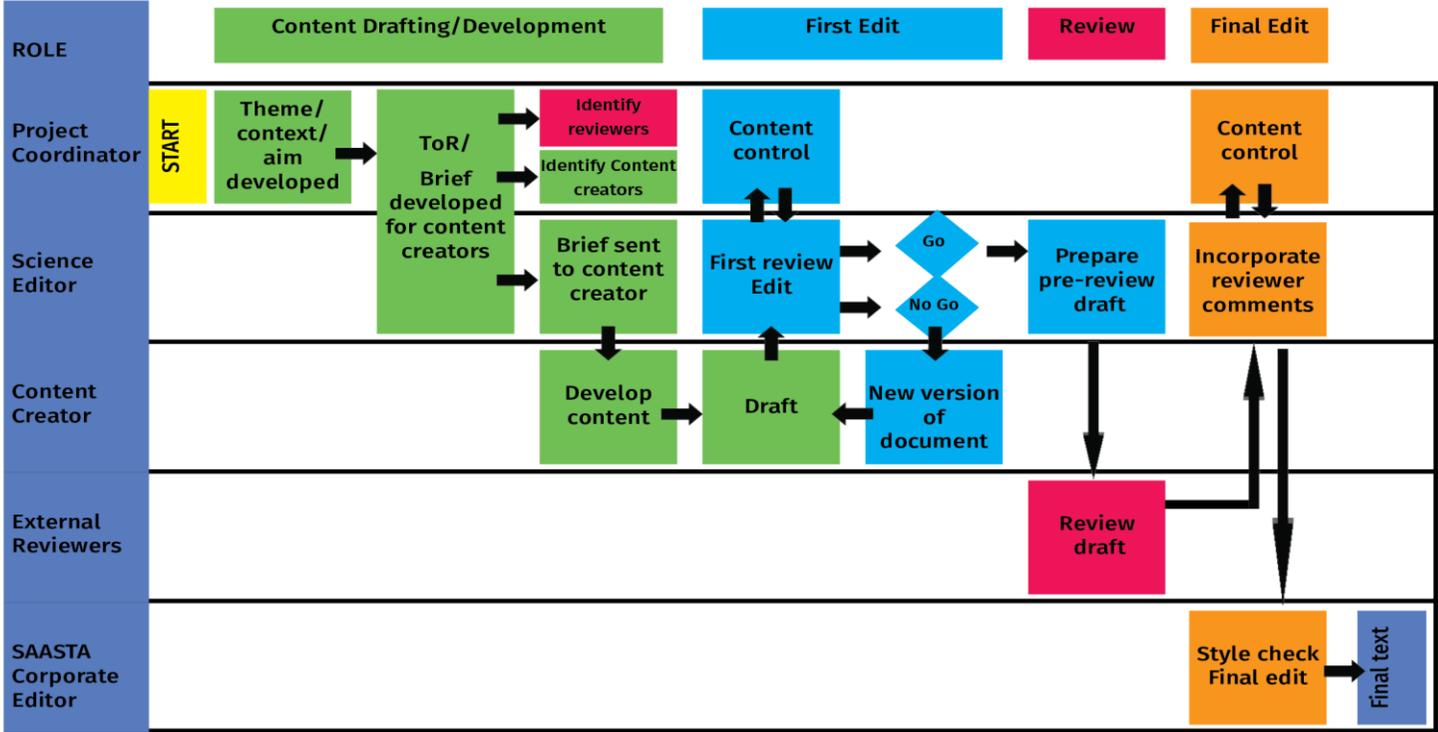
Name and Surname:

Signature of bidder:

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

ANNEXURE A – WORKFLOW OF THE SCIENTIFIC EDITORIAL PROCESS

# Workflow of the Scientific Editorial Process



## ANNEXURE B: PROJECT PROPOSAL – WRITER’S BRIEF / TERMS OF REFERENCE

<b>Project Title</b>	To develop science communication resources to enhance and support the public engagement with science, engineering and technology (SET) during National Science Week (NSW) 2022.
<b>Project Duration</b>	February 2022 to August 2022
<b>Project Background</b>	<p>The DSI in partnership with SAASTA lead and coordinate the NSW in celebration of SET and the pivotal role that science plays in our everyday lives. The project is coordinated with the support of the science engagement partners which conduct science-based activities such as workshops, science shows and lectures, which are held at universities, schools, science centres and public facilities. The initiative attracts thousands of South Africans across the different public audiences and therefore, require a multi-pronged approach in its implementation. The theme for 2022 is <b>“Facing the harsh realities of climate change”</b>. By celebrating the NSW 2022 under the proposed theme, the DSI raises broader public awareness about climate change and its implications on human life and property and its potential to cause damage, serious social disruption, or loss of human life. The focus on climate change will also provide an understanding of how scientists predict the future climate changes including of certain measures that are already in place to mitigate climate change, such as carbon tax that could come into effect in South Africa sometime. The pursuing of the proposed theme would enable targeted public audiences to understand the dynamics around climate change and stimulate debates, discussions and lead to members of public taking an active role in mitigating the effects of climate change.</p>
<b>Scope and Extent of Work</b>  <b>(Group 1, 2 and 3)</b>	<p>The service provider are required to submit a proposal detailing the conceptualisation, development, production, editing, graphic design, review (expert that will review the resources) and translation of <b>three</b> science communication resources.</p> <ol style="list-style-type: none"> <li>1. Group 1       <ul style="list-style-type: none"> <li>• Policy Brief: A4 and 5 pager policy brief providing evidence-based scientific research to support policy makers (i.e. parliamentarians) on assessing the carbon tax bill before legislature for its adoption and assent by President as a climate change policy.</li> </ul> </li> <li>2. Group 2       <ul style="list-style-type: none"> <li>• White Board Animation: Four minute whiteboard animation translated from English to IsiZulu on the causes and impacts of climate change, greenhouse gases and possible solutions to mitigate the challenges of climate change. The resources is targeting general public to create awareness and for these actors to take actions in mitigation against climate change effects.</li> </ul> </li> <li>3. Group 3       <ul style="list-style-type: none"> <li>• Electronic Newsletter: Compile, edit, layout and design, produce, distribute and monitor bi-monthly newsletters from July 2022 to August 2022 to communicate cutting edge research on climate change. A minimum of seven stories are required and the newsletter will target the general public, researchers (across different disciplines), policy makers and industry. The resources should inspire researchers across disciplines to collaborate on climate change research, for policy makers to identify appropriate policy or policies that will mitigate against change effects and for industry to partner (e.g. investments or expert advisory) with research institutions in supporting climate change research.</li> </ul> </li> </ol> <p>The proposal should not exceed 10 pages and outline a project-based approach to managing the overall development process, expertise and capacity to address the requirements of the scope and extent of work.</p>