

REQUEST FOR QUOTATIONS

DESCRIPTION:

APPOINTMENT OF A QUALIFIED GRAPHIC DESIGNER FOR THE CONCEPTUALIZATION, DESIGN, EDIT, TYPESET AND LAYOUT OF VARIOUS MARKETING AND COMMUNICATIONS RELATED PRODUCTS

RFQ NUMBER	NRF SARAO SRES2020		
CLOSING DATE AND TIME	2 DECEMBER 2019 @ 11:AM		
BIDS SUBMITTED TO	abower@ska.ac.za		
Preferential point system	80/20		
DELIVERY INFORMATION - N/A			
LOCATION:	SARAO office, 2 Fir Street, Black River Park, North Gate Entrance, Observatory, Cape Town		
Bidding procedures enquiries are directed to:		Technical information enquiries are directed to :	
Section	SUPPLY CHAIN OFFICE	Section	COMMUNICATION EDITOR
Contact person	Mrs. Amy Bowers	Contact person	Ms. Vivienne Rowland
E- Mail address	abowers@ska.ac.za	E- Mail address	vrowland@ska.ac.za
Telephone	021 506 7454	Telephone	021 506 7300

SUPPLIER INFORMATION					
Name of Bidder Name:					
Street Address:					
Telephone Number					
Code		Number			
Cell Phone Number					
Code		Number			
Facsimile Number					
Code		Number			
E-Mail Address					
VAT Registration Number					
Tax Compliance Status	Tax Compliance System PIN		OR	Central Supplier Database No.	MAAA
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</p>					
Are you the accredited representative in South Africa for the goods/services/works offered?		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign-based supplier for the goods/services/works offered?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	
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	
<p>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).</p>					

1. INTRODUCTION TO SARAO

The South African Radio Astronomy Observatory (SARAO, formerly in part SKA SA) is the business unit of the National Research Foundation (NRF) that houses and operates South Africa's national radio telescope shared facilities, including the MeerKAT, KAT-7, and Hartebeesthoek 26-m radio telescopes.

As a member of the international effort to build the Square Kilometre Array (SKA), which will be the world's largest radio telescope, South Africa (through the NRF's business units) is responsible for the construction and operation of the MeerKAT precursor telescope, for hosting the SKA Mid Frequency telescope, and for implementation of the African VLBI Network.

The SARAO project office has offices based in Johannesburg and Cape Town, as well as the radio-quiet SKA host site in the Karoo, 90km from Carnarvon in the Northern Cape, which hosts the Square Kilometre Array mid-frequency telescopes, MeerKAT, and KAT-7 radio telescope installations, as well as a number of guest instruments, including the HERA telescope

SARAO invites the submission of proposals from suitably qualified and experienced graphic design service providers for the conceptualization, design, edit, typeset and layout services of an assortment of marketing and communications related products for a period of 12 Months. SARAO will order required material under the contract as determined by its requirements as and when needed.

2. SCOPE OF WORK

The awarded service provider will be required to provide a quote for the service per project and collectively, associated with the delivery of each project. Each commissioned assignment will be discussed and clarified with the successful bidder as well as the cost of the assignment.

2.1 Deliverables

- 12 x Advertorial/Editorials- A4 portrait/landscape, colour;
- 12 x Posters - A3-A0, colour
- 72 x Certificates - A4, colour
- 12 x PowerPoint presentations, colour
- 12 x Worksheets - A4, colour
- 12 x Banners - roller pull-up, colour, 850mm wide x 2050mm high, executive chrome frame, non-curl vinyl/PVC
- 12 x Email invitations
- 12 x Pamphlets/Fact Sheets/Flyers
- 6 x Newsletters (8-24 pages)
- 36 x SARAO Inside Info bi-weekly electronic newsletter (on Mail chimp)
- 6 x Logos
- 6 x Logo redraw

- 12 x Brochures (A4, 20 pages)
- 12 x Booklets (A5, 20 pages)

This list is not fixed and may change subject to the requirement of each project.

2.2 Requirement

1. Experience: 5 years in a middle weight graphic designer position, or proven record of successful freelance experience, working on different accounts over the span of 5 years.
2. Reference letters: 3 client letters stating scope of work, date and satisfaction of service.
3. Qualification: at least a Diploma in Graphic Design, certified qualification documents included.
4. Portfolio of previous work done: Must include one roller banner, one wall banner, one worksheet, one poster, one electronic newsletter, one printed newsletter, one email invitation, one pamphlet, one logo, one brochure and one booklet)

3. EVALUATION

Bids will be evaluated on the following three phases:

- Phase 1. Compliance/ submitted all documents required for evaluation.
- Phase 2. Functionality/ compliant with bid specification and requirements using Go/ NO GO.
- Phase .3 Price and BBBEE preferential 80/20 principle.

Evaluation Criteria

Service providers need to fulfil the following pre-qualification criteria. Service providers that cannot answer a “Go” to all of the Criteria below will not be considered:

	Selection Element	How this will be evaluated?	GO-NO/GO
1	Experience	At least 5 years in a middle-weight graphic designer position, or proven record of successful freelance experience, working on different accounts over the span of 5 years.	
2	Reference letters	3 written client references affirming scope of work, date and satisfaction of service.	
3	Qualification	At least a Diploma in Graphic Design, certified qualification documents included.	
4	Portfolio/ samples of previous work done	Portfolio of Evidence to include: 1 x roller banner, 1 x wall banner, 1 x worksheet, 1 x poster, 1 x electronic newsletter, 1 x printed newsletter, 1 x email invitation, 1 x pamphlet, 1 x logo, 1x brochure and 1 x booklet	

4. PRICING SCHEDULE - SERVICES (SBD 3.1)

PRICING SCHEDULE – FIRM PRICES

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

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to please complete the following pricing schedule in response to this Scope of Work:

Qty	Description	Unit Price	Sub-Total Amount (R)
12	Advertorial/Editorials- A4 portrait/landscape, colour; 36		
12	Posters - A3-A0, colour		
72	Certificates - A4, colour		
12	PowerPoint presentations, colour		
12	Worksheets - A4, colour		
12	Banners - roller pull-up, colour, 850mm wide x 2050mm high, executive chrome frame, non-curl vinyl/PVC		
12	Email invitations		
12	Pamphlets/Fact Sheets/Flyers		
6	Newsletters (8-24 pages)		
36	SARAO Inside Info bi-weekly electronic newsletter (on Mailchimp)		
6	Logos		
6	Logo redraw		
12	Brochures (A4, 20 pages)		
12	Booklets (A5, 20 pages)		
		Total (Excl. VAT)	

Note: Total cost should include vat and all disbursements

5. PERFORMANCE

Performance	Measurement	Penalty
Respond to email request for design of product within 8 working hours.	Email confirmation of receipt of request within 8 working hours, confirming when first draft will be expected and ready within 72 hours/3 working days.	Failure to respond as prescribed on 3 occasions will deem the Purchase Contract void.
Overall Compliance of all bidders documents in term of CSD compliance (Business Status, Bank Details & Tax status) during the 12 month period	Successful Bidder will be required to maintain a compliant CSD status throughout the contract period	Failure to maintain a compliant CSD status will deem the Purchase Contract void.

6. CONDITIONS

The following conditions will apply:

5.1 Bid process conditions

- 5.1.1 Price(s) quoted must be valid for at least sixty (60) days from date of your offer. Price(s) quoted must be firm and must be inclusive of 15%VAT.
- 5.1.2 Submit your original or certified BBBEE Certificate if you are claiming for BBBEE points, failing which, the BBEEE claimed will be forfeited or zero points will be allocated.
- 5.1.3
- 5.1.4 Provide an updated CSD summary report. To register <https://secure.csd.gov.za/>
- 5.1.5 Quotations over a value of R 30 000.00 (VAT included) must be accompanied by the relevant SBD documentation for Quotations duly completed, and the enclosed Declaration of interest (SBD 4), Declaration, preference points claim form in terms of the preferential Procurement regulations 2011 (SBD 6.1), Declaration of Bidder's Past Supply Chain Management Practices (SBD8), Certificate of Independent Bid Determination (SBD9)
- 5.1.6 The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R30 000.00.
- 5.1.7 Late or faxed quotations will not be considered. SARAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. SARAO does not bind itself to accepting the lowest quotation.
- 5.1.8 SARAO retains the right to enter into a supply agreement with more than one supplier, or to not enter into any agreement.
- 5.1.9 SARAO reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of any quote.

- 5.1.10 Once an order is placed, price(s) must be firm for 12 months unless otherwise indicated in bidders' pricing schedule; thereafter price adjustments are permitted in accordance with the factors declared in the pricing schedule.
- 5.1.11 The pricing schedule may be re-typed, or in the bidder's own format, as long as item descriptions enable comparison with the original request, and reflect all required attributes and information.

5.2 Terms and Conditions of the Contract

- 5.2.1 SARAO will order each product and services under the contract as determined by its requirements as and when needed. This document provides the expected annual quantities during the contract period for estimation purposes, and to assist in determining the total contract ceiling price, and SARAO does not provide guarantees or commitments that it will order this entire amount.
- 5.2.2 SARAO may from time to time order service against this contract from the service provider which are not included in the original pricing schedule, but which fall in the same category marketing and communications related products.
- 5.2.3 Prices charged by the services provider for services under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in these terms and conditions or in the purchaser's request for bid validity extension, as the case may be.
- 5.2.4 The service provider shall furnish the SARAO with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 5.2.5 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.
- 5.2.6 Payment will be made in South African Rand.
- This request for formal quotation is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

SARAO reserves the right to terminate the Purchase Contract should we feel that the necessary services have been rendered or Failure to deliver on the contract.

DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; National Assembly or the National Council of Provinces; or National Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- a. The Bidder is employed by the State; and/or
- b. The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of	

company, enterprise, close corporation, partnership agreement:	
Tax Reference Number:	
VAT Registration Number:	
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of person/ director/ trustee/ shareholder/member:	
Name of State institution at which you or the person connected to the Bidder is employed	
Position occupied in the State institution	
Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If so, furnish particulars as an attached schedule

Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes No

If so, furnish particulars as an attached schedule

SBD 6.1

PREFERENCE POINTS CLAIMED

NB: Before completing this form, bidders must study the general conditions, definitions, and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1 General conditions

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

1.1.1 The 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

1.1.2 The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	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 A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 :	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	O R	90/10 :	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
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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

1.5 Points awarded for B-BBEE status level of contributor

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

2 Bid declaration

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

B-BBEE STATUS LEVEL	Level:
B-BBEE POINTS CLAIMED	Points

2.2 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.

3 Sub-contracting

3.1 Will any portion of the contract be sub-contracted? (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.2 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.....

3.3 Whether the sub-contractor is an EME or QSE? (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.4 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 [√]
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		

Any EME		
Any QSE		

4 Declaration with regard to company/firm

- 4.1 Name of company/firm:
- 4.2 VAT registration number:
- 4.3 Company registration number.....

4.4 Type of company/ firm (Tick applicable box)

TYPE	Tick applicable box
Partnership/Joint Venture /Consortium	
One person business/sole proprietor	
Close corporation	
Company	
(Pty) Limited	

4.5 Describe principal business activities

.....

.....

.....

4.6 Company classification (Tick applicable box)

TYPE	Tick applicable box
Manufacturer	
Supplier	
Professional service provider	
Other service providers, e.g. transporter, etc.	

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

5 Bidder declaration

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

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1 and 3, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and
- (e) Forward the matter for criminal prosecution.

SBD 8

DECLARATION OF BIDDER'S PAST SCM PRACTICES

<p>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:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page</p>	

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

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

*Please refer to SARAO's website for the National Treasury's general conditions of contract

<http://www.SARAO.ac.za/tenders/procurement-documents>

BID SIGNATURE

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 NRF Corporate 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 NRF Corporate 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

Signature of bidder: