

REQUEST FOR QUOTATIONS

GOODS	
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SERVICES	X
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DESCRIPTION:	REQUEST FOR QUOTATIONS FOR ADDITIONAL MEDIA MONITORING FOR SARAO FOR A PERIOD OF THREE YEARS		
RFQ NUMBER:	SARAO RFQ SSTC 001 2020/2021		
CLOSING DATE AND TIME:	13 MAY 2020 at 11.00AM		
QUOTATIONS TO BE SUBMITTED TO:	anton@ska.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Anwuli Okecha	Contact person:	Anton Binneman
E-Mail address:	anwuli@ska.ac.za	E-Mail address:	anton@ska.ac.za
Telephone No:	021 506 7415	Telephone No:	083 236 3590

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		O R	Central Supplier Database No.	MAAA										
B-BBEE Status Level Verification Certificate	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit	Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No											
[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]															
Are you the accredited representative in South Africa for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign-based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]											
<table border="1"> <tr> <td>Is the entity a resident of the Republic of South Africa (RSA)?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a branch in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have a permanent establishment in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Does the entity have any source of income in the RSA?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Is the entity liable in the RSA for any form of taxation?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>						Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a branch in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the entity have any source of income in the RSA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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).															

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 Hartbeeshoek 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.

PRE-QUALIFICATION CRITERIA

Where indicated as applicable in the table below, only bidders who meet the pre-qualification criteria specified may respond to this RFQ. Failure to comply with the pre-qualification criteria set will result in an automatic disqualification.

PREQUALIFICATION ELIGIBILITY CRITERIA	
BBBEE Status Level of Contributor	
Minimum BBBEE status level required:	N/A
EMEs or QSEs	
EME / QSE:	N/A
Bidders subcontracting a minimum of 30% of the work to designated groups	
N/A	

SERVICE SPECIFICATIONS

1. Media Monitoring of Print, Broadcast and all Online Media

1.1 General

The appointed bidder(s) will be required to meet the following deliverables in all media areas for two years, from 2020 to 2022:

- (i) conduct media monitoring services for the NRF|SARAO and SKA;
- (ii) conduct social media monitoring;
- (iii) conduct international media monitoring;
- (iv) report on the monitoring activities as expected;
- (v) develop a real-time dashboard that indicates sentiment analysis;
- (vi) indicate media sentiment;
- (vii) indicate stakeholder sentiment and influence -
 - (a) opinion pieces (i.e. the influence of the publication itself); and
 - (b) reporting on other stakeholders' influence and sentiment;
- (viii) provide an interactive real-time platform for the use of SKA;
- (ix) provide technical training to all users at SKA. Initial training for all users, as well as training for new users in future and training required due to changes in systems are to be provided.

1.2 Agents and Keyword for Media Monitoring

The list of agents and keywords below will be applicable to sections which refer to media monitoring. All print broadcast, social media and online media should be monitored by the panel of service providers. All NRF|SARAO and SKA owned social media should be included.

Corporate	
Agent	Keywords
SKA	<p>Square Kilometre Array (SKA)</p> <p><i>Keywords to be taken into account and often mentioned in conjunction with SKA:</i></p> <p>Karoo Array Telescope (KAT); Square Kilometre\Kilometre Array (SKA); MeerKAT; KAT-7 Astronomy Space Science</p> <p><i>Spokesperson/s:</i></p> <p>Rob Adam; Khulu Phasiwe, Fernando Camilo, Justin Jonas, Anton Binneman, Adrian Tiplady</p>

South African research	SKA Astronomy Space Science
DST	SKA Astronomy Space Science
SARAO	SKA Astronomy Space Science

1.3 General Expected Deliverables for Print, Broadcast Social and New Media

The general expected deliverables and outcomes for broadcast print, social and new media are as follows -

- (i) A real-time dashboard should be developed - sentiment should be displayed.
- (ii) Comprehensive electronic reports should be submitted at the end of every calendar month for each corporate agent respectively.
- (iii) Monthly reports must be submitted electronically on the monitored media.
- (iv) An online platform(s) that can be accessed by the business units with the reports needs to be created.
- (v) Interactivity will be advantageous to the bidders.
- (vi) Reports have to display trends.
- (vii) With all keyword searches Boolean operators, proximity and frequency needs to be considered to eliminate irrelevant items.
- (viii) RAMS TAMS and AMPS needs to be updated regularly.
- (ix) All monitored media content should be provided to SKA in a format that can be used for in depth analysis.
- (x) All reports should consist of graphic representations of media statistics.
- (xi) Reports should be structured in such a way that trends, developments and media coverage peaks are easily identifiable across time.
- (xii) Reports, reporting structure and format should be consistent between months and for the various agents.
- (xiii) Reports should be available electronically.
- (xiv) Reports should be available in real time.
- (xv) RSS feeds should be available to the SKA.
- (xvi) The appointed service provider(s) will have to ensure that broadcast media (audio / visual data), social media and new media are accessed on a daily basis and archived to ensure that access to data does not expire.
- (xvii) Should errors be identified in reports after submission, the service provider(s) will be responsible for providing complete sets of corrected reports and data sets at no additional cost to the SKA.

- (xviii) All data (raw data and reports) should be stored and made accessible on an interactive, access controlled, web-based portal that will enable the SKA to gain access to information at any given time.
- (xix) The service should ideally include an interactive, web-based analysis system that will allow users with access the ability to produce weekly, monthly, or periodic reports with live graphic representations of data and have functionalities that can produce or generate the following:
 - (a) A real-time dashboard that indicates sentiment, that can be edited by SARAO.
 - (b) Media as it is monitored.
 - (c) Statistical data related to clippings (AVE, AMPS, RAMS and TAMS).
- (xx) Access has to be provided to online tools for at least five (5) people.
- (xxi) Technical support has to be available.
- (xxii) The appointed service provider will commit to a performance management agreement.
- (xxiii) The SKA reserves the right to make data accessible to any person or organisation at its own discretion.

2. Monitoring of Print Media

The appointed service provider will be expected to -

- (i) Provide international print media monitoring.
- (ii) Provide media monitoring services (tracking, collection and archiving of media data) for print media published and distributed.
- (iii) Print media refers to traditional print media, which includes paper-based newspapers, magazines, or periodicals, and any other paper-based media that might be relevant.
- (iv) Conduct media monitoring on the following agents in conjunction with the keywords listed above:

Agent	
	Square Kilometre Array / SKA
	South African Research
	DST
	SARAO NRF SARAO

- (v) Refer to list of agents and keywords provided.
- (vi) Provide for 20 percent variation in keywords provided above.

- (vii) Eliminate false positive hits.
- (viii) Provide for SARAO to review all keywords provided on a six-monthly basis, in line with original unit costs proposed.

2.1 Expected Deliverables for Print Media

- (i) Monitoring of print media, which includes media data tracking, collection and archiving, for the periods specified under each respective agent.
- (ii) All media data, including advertorials and public opinion pieces, but excluding advertisements, should be monitored.
- (iii) Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- (iv) Data for each agent is categorised by agent and stored separately in chronological order by agent to ensure ease of access and identification.
- (v) Three sets of data discs and an electronic copy for each agent are supplied on a monthly basis.
- (vi) Each clip should be accompanied by at least the following information:
 - (a) Name of publication
 - (b) Date / issue of publication
 - (c) Advertising Value Equivalent (AVE) (values indicated in South African Rand)
 - (d) Circulation / readership
 - (e) Page number
 - (f) Name of journalist / author
 - (g) Demographic information
 - (h) Distribution (national / regional / community / other)
- (vii) A complete list of publications tracked should be provided. It should be clear how many publications are national, regional, community and other, as well as the number of publications for national, for each province and for other.
- (viii) The number of print publications monitored, will be a strong consideration during evaluation of proposals.

3. Monitoring of Broadcast Media

The appointed service provider(s) will be expected to:

- (i) Provide media monitoring services (tracking, collection and archiving of media data) for broadcast media aired internationally.
- (ii) Monitor broadcast media including television, radio and digital broadcasting.
- (iii) The contracted service provider(s) expected to conduct media monitoring on the following agents in conjunction with the keywords listed:

Agent	
	Square Kilometre Array / SKA
	South African Research
	DST
	SARAO NRF SARAO

- (iv) Refer to the list of agents and keywords provided.
- (v) Provide for 20 percent variation in keywords provided above.
- (vi) Provide the SKA with transcripts or recordings of broadcasts for detailed content analysis.

4. Expected Deliverables in terms of Broadcast Media

- (i) Monitoring of broadcast media, which includes media data tracking, collection and archiving for the periods specified under each respective agent.
- (ii) All broadcast media content, including advertorials and public commentary, but excluding advertisements, should be monitored.
- (iii) All media data should be archived and be made available to the SKA via transcripts, web-based portal(s) and electronic soft copies on DVD / Blu-ray discs.
- (iv) Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- (v) Data for each agent is categorised by agent and stored separately in chronological order by agent to ensure ease of access and identification.
- (vi) Data discs for each agent are supplied on a monthly basis. The following information should be provided for each broadcast clip tracked:
 - (a) Station / Channel
 - (b) Date of broadcast
 - (c) Duration of broadcast
 - (d) RAMS / TAMS (values indicated in South African Rand)
 - (e) Broadcast footprint
 - (f) Time of broadcast
 - (g) Viewership / Listenership
 - (h) Demographic information
 - (i) Name of programme
 - (j) Name(s) of journalist / presenter / interviewer / interviewee (if applicable)

- (k) Nature of programme (i.e. news programme / talk show / investigative programme / magazine programme / speciality programme / Documentary / educational programme / children’s programme / leisure programme / advertisement / other)
 - (l) Programme type (i.e. live broadcast / scheduled broadcast / repeat broadcast)
 - (m) Language
 - (n) Tone (i.e. positive / negative / balanced / neutral)
- (vii) A synopsis should be provided for each broadcast clip tracked, containing the following information:
- (a) Topic / theme
 - (b) Main points or issues;
 - (c) Level and nature of audience participation (if any).
- (viii) A complete list of broadcast platforms for each radio, television and digital tracked should be provided. It should be clear how many platforms under each broadcast category are national, regional, community and other, as well as the number of broadcast platforms tracked under each broadcast category.
- (ix) The number of broadcast stations / channels monitored, and particularly International / channels, will be a strong consideration during evaluation of proposals.

5. Media Monitoring of New Media, Online Media and Social Media

The appointed service provider(s) will be expected to -

- (i) Provide media monitoring services (tracking, collection and archiving of media data) for new media, social media and all online media circulated internationally.
- (ii) Conduct media monitoring on the following agents in conjunction with the provided keywords:

Agent	
	Square Kilometre Array / SKA
	South African Research
	DST
	SARAO NRF SARAO

- (iii) Provide for 20 percent variation in key words provided above.

5.1 Expected deliverables for New Media, Online Media and Social Media

- (i) Monitoring of new media, social media and online media platforms, which will include data tracking, collection and archiving.

- (ii) Monitoring of earned and owned social media.
- (iii) Report on social media engagement.
- (iv) Full conversations need to be monitored so that in depth analysis could be done by the SKA.
- (v) Monitor the evolution of any social conversation over its life span, including the rate of interactions, demographics, and sentiment trends as the conversation evolves.
- (vi) Compare influencers to each other across key metrics such as: volume, reach, impact, and quality.
- (vii) Compare an influencer's actual vs. potential reach, and identify their most active days and times to post.
- (viii) The platform should integrate Web Analytics like Google trends.
- (ix) The platform should mine conversations across the social web to automatically identify relevant target audiences so that we can better target communications based on exactly where target audiences are.
- (x) Report hotspots of activity by geography at the global, country, regional and street-level views.
- (xi) In terms of owned SKA social media the service provider should:
 - (a) Measure the performance of your social channels;
 - (b) Compare owned accounts to each other and against competitors;
 - (c) See which pages are the most active and engaging, and which have the most reach.
- (xii) All social media, including, but not limited to the following, should be monitored –
 - (a) Blogs
 - (b) YouTube
 - (c) Facebook
 - (d) Instagram
 - (e) LinkedIn
 - (f) Twitter
 - (g) Myspace
 - (h) Pinterest
 - (i) Flickr
 - (j) Tumblr
 - (k) Google+
 - (l) Vine
- (xiii) All new media, social media and online media data, including advertorial and public opinion pieces, but excluding advertisements, will be monitored.

- (xiv) Data should be filtered both Advanced and real-time including network, sentiment, by location, language, gender, age and tags as well as owned media, query or combined media
- (xv) All new media data should be archived and be made available to the SKA via web-based portal(s) and electronic soft copies on DVD/Blu-ray discs.
- (xvi) Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- (xvii) The following information should be provided for each broadcast clip tracked:
 - (a) Platform / website
 - (b) Original source
 - (c) Date of communication / first published
 - (d) File size
 - (e) Number of hits / downloads
 - (f) Journalist / reporter / personality / organisation / individual / entity
 - (g) Web link (where applicable).
- (xviii) Weblinks or URL's to content alone will not be sufficient. Media data will have to be stored in a format that will be easily accessible offline and that will resemble representation in the original form.
- (xix) The service provider will be expected to ensure that all audio / visual media clips are saved before access expires.
- (xx) All text based and audio / visual new media data should be provided and archived in an accessible format that will resemble the original format.
- (xxi) Engagement functionality will be beneficial to the bidder. The ability to interact with online audiences from tool on Facebook, Twitter, Google+ and Instagram will be a value add.

EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2:	Compliance with functionality criteria
Phase 3:	Price and BBBEE Status Level Scoring

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Page Reference	Mandatory (M) / Optional (O)
Signed SBD 1 form	Page 2	M
Signed and completed SBD 3.1 form (pricing schedule)	Page 6-7	M
Signed and completed SBD 4 form	Page 8-10	M (if bid exceeds R30 000)
Signed and completed SBD 6.1 form	Page 10-13	M (if bid exceeds R30 000)
Signed and completed SBD 8 form	Page 13	M (if bid exceeds R30 000)
Signed and completed SBD 9 form	Page 14-15	M (if bid exceeds R30 000)
Original or certified BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs		O (preference points will not be allocated if not submitted)

Phase 2 – Functionality Criteria

Bidders must meet the mandatory functionality requirements listed below. Bidders that fail to achieve a "GO" for each functionality requirement will not be considered for further evaluation.

No.	Functionality requirement	Evidence required / How this will be evaluated	GO / NO GO

1.	Bidders must submit CV of the dedicated Account Manager for this project, illustrating experience in Media monitoring and analysis.	CV of Accounts Manager meeting the stipulated minimum criteria, to be submitted	
2.	Bidders must assign to this project, a project team of at least three members other than the accounts manager. CVs of the team must be submitted, with each CV clearly indicating a minimum of at least three (3) years' experience and qualifications in Communications, Research or Media	CVs of project team, meeting the stipulated minimum criteria, to be submitted	
3.	Bidders must submit a portfolio of at least three (3) similar clients. With various examples representing each critical variable of the company's capability	Projects must have been undertaken for credible, verifiable clients and demonstrate the bidder's capability to undertake the services required for this project	
4.	Bidders must submit at least three (3) references where similar work was previously undertaken in the last five (5) years	The references provided must illustrate that the bidder has provided A read list has to be provided indicating what media is being tracked by the company A list of international and African countries where tracking is being done needs to be provided.	
5.	Bidders must submit proposal that demonstrates an understanding of the assignment, including a proposed methodology and approach.	Methodology submitted must include a clearly defined and detailed plan of doing media monitoring	

Phase 3 – Price and BBEE Status Level Scoring

The RFQ will be evaluated on the 80/20 preference points system.

PRICING SCHEDULE – SERVICES (SBD 3.2)

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 complete the pricing schedule below in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please include them in a separate pricing schedule.

No.	Description	Frequency	Quantity	Unit Rate	Total amount
1.	Media monitoring of print,	Daily monitoring and updates. Monthly reports	24 Months, 712 days		
2.	Monitoring of broadcast media	Daily monitoring and updates. Monthly reports	24 Months, 712 days		
2.	Media monitoring of new media, online media and social media	Daily monitoring and updates. Monthly reports	24 Months, 712 days		
Sub-total				R	
VAT (15%)				R	
Total price				R	

PERFORMANCE MONITORING

- (i) The contracted bidder recognises that failure to meet the performance levels of this contract will have a material adverse impact on the operations of SARAO and that the damage from the contracted bidder's failure to meet any performance level is not susceptible to any precise determination.
- (ii) SARAO excuses the contracted bidder from failing to comply with the performance levels to the extent that non-performance or delayed performance is solely and directly attributable to an act or omission of SARAO or its staff, or circumstances of force majeure referred to in this agreement.
- (iii) Both parties are responsible for monitoring and measuring the performance of the contracted bidder against the performance levels set on this document. SARAO deems failure by the contracted bidder to measure performance with respect to the contract specifications for any measurement period as a failure to meet the stipulated performance levels, and -
 - (a) the contracted bidder shall investigate and report on the root causes of the performance level failure;
 - (b) promptly correct the failure and begin meeting the set performance levels;
 - (c) advise SARAO as and to the extent requested by SARAO of the status of the remedial efforts being undertaken with respect to such performance level failure; and
 - (d) take appropriate preventative measures to prevent the recurrence of the performance level failure.

BIDDING CONDITIONS FOR THIS RFQ

The following conditions will apply to this request for quotations:

- (i) Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- (ii) Price(s) quoted must be firm and must be inclusive of VAT.
- (iii) Bidder must submit their original or certified BBBEE certificates, or sworn affidavits in the case of EMEs or QSEs, should they wish to claim BBBEE points, failing which zero points will be allocated for BBBEE. However, where pre-qualification on the basis of BBBEE status level applies, failure to submit a BBBEE certificate or sworn affidavit will result in automatic disqualification of the RFQ submission.
- (iv) **No award will be made to a service provider who is not registered on CSD.** To register <https://secure.csd.gov.za/>.
- (v) 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 2017 (SBD 6.1), Declaration of Bidder's Past Supply Chain Management Practices (SBD8), Certificate of Independent Bid Determination (SBD9).

- (vi) The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R30 000.00.
- (vii) 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.
- (viii) This request for quotations is subject to the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2017, the National Treasury general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

SBD 4 - 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 :	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	OR	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
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	0
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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		NO	
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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		NO	
-----	--	----	--

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

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:

- Yes
 No

Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	<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 (www.treasury.gov.za) 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:

(a) I have read and I understand the contents of this Certificate;

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

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

(d) 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

Signature of bidder:

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SARAO and the successful bidder. The contract is not attached, however is accessible on SARAO's website -<http://www.sarao.ac.za/tenders/procurement-documents>

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 SARAO 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 SARAO 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: