



**T12/07/16**

**REQUEST FOR PROPOSAL TO  
CONDUCT A RESEARCH STUDY TO  
IDENTIFY POTENTIAL OPPORTUNITIES  
FOR FUEL CELL DEPLOYMENT IN  
SOUTH AFRICA'S TRANSPORT  
SECTOR**

**BID CLOSING DATE: WEDNESDAY, 17  
AUGUST 2016 AT 12:00 NOON**

**TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>SECTION 1: GENERAL CONDITIONS OF BID</b>             | <b>3</b>  |
| 1. Proprietary Information                              | 4         |
| 2. Enquiries  | 4         |
| 3. Bid Validity Period                                  | 4         |
| 4. Instructions on submission of Bids                   | 4         |
| 5. Preparation of Bid Response                          | 5         |
| 6. Supplier Performance Management                      | 5         |
| 7. Supplier Development                                 | 5         |
| 8. IDC's Rights   | 6         |
| 9. Undertakings by the Bidder                           | 6         |
| 10. Reasons for disqualification                        | 7         |
| 11. Local Production and Content                        | 7         |
| 12. Response Format (Returnable Schedules)              | 7         |
| 13. Evaluation Criteria and Weightings                  | 9         |
| 14. Promotion of Emerging Black owned Service Providers | 10        |
| <b>SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION</b> | <b>11</b> |
| 1. Special instructions to bidders                      | 12        |
| 2. Purpose  | 12        |
| 3. Background Information                               | 12        |
| 4. Problem Statement                                    | 12        |
| 5. Objectives of the study                              | 13        |
| 6. Methodology  | 13        |
| 7. Scope of Work  | 13        |
| 8. Deliverables   | 13        |
| 9. Project Timelines                                    | 14        |
| 10. Technical Evaluation Criteria                       | 15        |
| <b>SECTION 3: PRICE PROPOSAL</b>                        | <b>19</b> |
| <b>SECTION 4: ANNEXURES</b>                             | <b>24</b> |

**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

|                   |   |
|-------------------|---|
| Name:             | <u>Mandisi Ngozi</u>  |
| Telephone Number: | <u>+27 11 269 3883</u>  |
| Email address:    | <u><a href="mailto:mandisin@idc.co.za">mandisin@idc.co.za</a></u> |

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 8 August 2016**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

## 4. Instructions on submission of Bids

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- 4.1 Bids should be **submitted** in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T12/07/16: REQUEST FOR PROPOSAL TO CONDUCT A RESEARCH STUDY TO IDENTIFY POTENTIAL OPPORTUNITIES FOR FUEL CELL DEPLOYMENT IN SOUTH AFRICA'S TRANSPORT SECTOR**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Wednesday, 17 August 2016.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

**be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## **5. Preparation of Bid Response**

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- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

## **6. Supplier Performance Management**

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Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. Supplier Development**

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
  - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
  - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
  - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
  - 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
  - 10.1.6 bidders who fail to comply with FICA requirements;

## **11. Local Production and Content**

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

## **12. Response Format (Returnable Schedules)**

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Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 Schedule 1:**
  - 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
  - 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 Schedule 2**

- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.  
  
**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
  - 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
  - 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**



## 13. Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following process:

**13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.3 above
- BEE Status Certification as referenced in 12.3.9 & 12.3.10 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
  - Section 3: Cost Proposal and Price Declaration Form
  - Annexure 1: Acceptance of Bid Conditions
  - Annexure 2: Supply Chain Management Questionnaire
  - Annexure 3: Declaration of Interest
  - Annexure 4: Shareholders' Information/ Group Structure
  - Annexure 5: Bidders Experience & Project Team

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

### 13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

#### 13.2.1 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

| <b>ELEMENT</b>   | <b>WEIGHT</b> |
|--|---------------|
| Bidder's experience in the fuel cells industry   | 25            |
| Bidder's knowledge and experience in national policy, legislation, strategies and experience in the manufacturing sector | 15            |
| Bidder's proposed methodology  | 15            |

|   |           |
|---|-----------|
| Experience and qualifications of the project team | 10        |
| Skills transfer plan                              | 5         |
| <b>TOTAL</b>                                      | <b>70</b> |

**Note: Bidders who score 49 points out of 60 points (70%) or more in total in other functional/technical requirements will be required to further provide presentation at the IDC head office in Sandton for further evaluation purposes.**

#### 13.2.1 Phase 2: Presentations

| ELEMENT       | WEIGHT    |
|---------------|-----------|
| Presentations | 30        |
| <b>TOTAL</b>  | <b>30</b> |

**All bids that fail to achieve the minimum overall qualifying score of 70% in other functional/technical requirements including the presentation will not be considered for further evaluation on Price and BEE**

#### 13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

| CRITERIA     | POINTS            |
|--------------|-------------------|
| Price        | 90                |
| B-BBEE       | 10                |
| <b>TOTAL</b> | <b>100 points</b> |

#### 14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

**SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. Purpose**

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The purpose of this tender is to appoint a service provider to conduct a study to investigate the opportunities for fuel cell deployment in the South African transportation sector. The study will focus on examining the potential for the use of fuel cells in the local transportation sector including policy interventions, infrastructure requirements and a key programme of action for effective market development and deployment.

### **3. Background Information**

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Government has prioritised mineral beneficiation as one of the key ways of promoting and expanding the manufacturing sector in the country.

Fuel cells have been identified as a strategic opportunity for the country given the abundance of Platinum Group Metals resources, the energy challenges, and also the need to create new demand for the metal and introduce environment friendly technologies.

One of the key aspects to fuel cells industrial development is the need to attract the major global fuel cells original equipment manufacturers to locate in South Africa (S.A.). These manufacturers have indicated that South Africa needs to create a sufficient demand for fuel cells to enable them to produce locally. The **dti** is working with the private sector and other government departments and agencies to explore ways of creating and expanding demand for fuel cells.

### **4. Problem Statement**

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The key enabler to fuel cells localisation is market development and off-take. It is envisaged that the biggest fuel cell market will be in the transport/mobile applications due to the required volumes. Fuel cells can provide clean and efficient power for buses, trucks, recreational vehicles, marine vessels, airplanes, locomotives, and other applications; including those that have auxiliary power demands.

In South Africa, the various Metros are also introducing rapid public transport systems in the form of Re A Vaya, A Re Yeng, and other such initiatives. It is also expected that more municipalities will also introduce these forms of mass transportation arrangements in the

near future. In the medium to long term; the transportation sector in general and the mass transportation initiatives in the Metros offer an opportunity for the country to introduce fuel cells. It is therefore key that government investigates the nature and extent of the opportunity for fuel cells introduction and deployment in transportation sector, potential impact and identify measures required to unlock the opportunity.

## **5. Objectives of the study**

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The objective of the study is to identify the opportunities and develop a clear programme of action on how the public sector transportation sector can be utilized to catalyse the required demand off-take requirements for the localisation of fuel cells in SA.

## **6. Methodology**

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The service provider is expected to outline the methodology that will be used to conduct the study. This methodology must be in accordance with generally accepted practices of research inclusive of primary and secondary data collection; data analysis; policy/ strategy analysis and development, and a set of interventions arising from the research which are ordered according to relative importance and time bound. Stakeholder engagement through interviews and meetings with relevant stakeholders will form an important part of the study.

## **7. Scope of Work**

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The scope of work should be based on achieving the objectives of the study and the work must be undertaken to a level that is sufficient to determine the feasibility of each proposed intervention.

The service provider will be required to perform the following:

- Conduct an assessment of the transport sector for the identification of opportunities of fuel cells in the public transportation sector;
- Conduct a benchmark and an analysis of other countries in terms of policies and incentives adopted to drive fuel cell industrialisation;
- Conduct an investigation on infrastructure requirements for large scale fuel cell deployment in the transportation sector;
- Conduct an investigation on the fuel types;
- Identify and engage with key government and private sector stakeholders and the engagements should include a determination on funding/ finance options;
- Examine the required interventions in terms of policy, regulatory, financial, infrastructure, human resource development (HRD), technology and research, development and innovation (RDI) requirements; and
- Determine and provide a programme of action to develop the market, infrastructure and deploy fuel cells in the identified applications with timelines.

## **8. Deliverables**

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The service provider will be required to deliver the following reports:

- Inception report - Draft scope, detailed outline of the methodology, work-plan and PowerPoint presentation 2 weeks after inception meeting;
- Interim progress report 1 - (public sector transportation opportunities, international benchmarking and analysis, infrastructure requirements and fuel types) including

PowerPoint presentation of report to project management team 3 months after inception;

- Interim progress report 2 - (required policy, regulatory, technology and financial interventions, programme of action, stakeholder engagement and feedback) including PowerPoint presentation of report to project management team 5 months after inception; and
- Final consolidated report including PowerPoint presentation of report to project management team 6 months after inception. The final report should provide a detailed analysis that will direct policy formulation and industrialisation to support the growth and development of the fuel cells industry in South Africa. The report should assess the opportunities; develop interventions and a proposed programme of action to support the development and deployment of fuel cells in the SA transportation market.

**Note: Three bound hard copies of the final report in colour must be submitted along with 3 CD copies containing the report in PDF and MS Word format and any other materials that may be of use to further substantiate recommendations made in the main report.**

## **9. Project Timelines**

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The appointed service provider(s) will be required to start immediately after signing the contract and the project should be completed within 6 (six) months from the date of inception.

## 10. Technical Evaluation Criteria

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### 10.1 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

| 10.1.1 BIDDER'S EXPERIENCE IN THE FUEL CELLS INDUSTRY   | Comply | Partially Comply | Not Comply |
|---|--------|------------------|------------|
| <p>The bidder must demonstrate experience and knowledge in conducting industrial or market research in the fuel cells industry.</p> <p>The bidder must provide two (2) relevant contactable references of industrial or market research conducted in the fuel cells industry in the past 5 (five) years. Please refer to <b>Table (a) of Annexure 5</b> of this document for the format in which the required information must be provided.</p> |        |                  |            |
| <p><b>Substantiate / Comments</b></p>   |        |                  |            |

| 10.1.2 BIDDER'S KNOWLEDGE AND EXPERIENCE IN NATIONAL POLICY, LEGISLATION, STRATEGIES AND EXPERIENCE IN THE MANUFACTURING SECTOR  | Comply | Partially Comply | Not Comply |
|--|--------|------------------|------------|
| <p>The bidder must demonstrate experience and knowledge of National Policies, Legislation and Strategies (e.g. the National Growth Path (NGP), National Development Plan (NDP), National Industrial Policy Framework (NIPF), Industrial Policy Action Plans, South African minerals beneficiation strategy, Transportation policies and plans) as well as intimate knowledge of the manufacturing sector.</p> <p>The bidder must provide two (2) relevant contactable references of any research work/ projects done in the past 5 (five) years that involved an enquiry into the formulation or the review of National Policies, Legislation and Strategies in the manufacturing sector. Please refer to <b>Table (b) of Annexure 5</b> of this document for the format in which the required information must be provided.</p> |        |                  |            |
| <p><b>Substantiate / Comments</b></p>  |        |                  |            |

| 10.1.3 BIDDER'S PROPOSED METHODOLOGY   | Comply | Partially Comply | Not Comply |
|--|--------|------------------|------------|
| <p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined in <b>paragraph 7</b> above and clearly demonstrating how the deliverables will be achieved. The proposal must include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• National and international level desk research;</li> <li>• Company stakeholder engagements with industry players;</li> <li>• Stakeholder engagements with provincial government and municipalities;</li> <li>• Market Analysis (systematic gathering, recording and analysing of data)</li> <li>• Policy analysis and proposed interventions</li> </ul> |        |                  |            |
| <b>Substantiate / Comments</b>   |        |                  |            |

| 10.1.4 EXPERIENCE AND QUALIFICATIONS OF THE PROJECT TEAM   | Comply | Partially Comply | Not Comply |
|--|--------|------------------|------------|
| <p>The bidder's key personnel of the proposed project team must demonstrate the following relevant qualifications, skills and experience:</p> <ul style="list-style-type: none"> <li>• Have in-depth knowledge of the transportation, fuel cells and energy related manufacturing sectors with more than 5 -10 years' of experience including the operational and legislative environment and policy/strategy formulation.</li> <li>• The team must have verifiable experience in carrying out similar assignments in the collection and processing of economic data and policy formulation. The project team and/or its leader/s should have played key roles in projects of similar scale and broad focus.</li> <li>• Demonstrate very high levels of research skills and an ability to present and communicate research findings and policy proposals.</li> </ul> <p><b>The bidder must submit, as part of its proposal, the following:</b></p> <ul style="list-style-type: none"> <li>• The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to <b>Table (c) Annexure 5</b> of this document for the format in which the required information must be provided.</li> <li>• CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above.</li> </ul> |        |                  |            |
| <b>SUBSTANTIATE / COMMENTS</b>   |        |                  |            |



| <b>10.1.5 SKILLS TRANSFER PLAN</b>  | <b>Comply</b> | <b>Partially Comply</b> | <b>Not Comply</b> |
|---|---------------|-------------------------|-------------------|
| <p>The bidders are required to submit together with their proposal a skills-transfer plan to build the <b>dti</b> human resource capacity. As a minimum, this should involve providing research training related to fuel cells to a maximum of three (3) nominated staff member(s) of the <b>dti</b>.</p> |               |                         |                   |
| <p><b>SUBSTANTIATE / COMMENTS</b></p>   |               |                         |                   |

### 10.1.6 PRESENTATIONS

Shortlisted bidders will be required to deliver a presentation to the evaluation team and the presentation must cover but not limited to the following:

| <b>Presentation</b>   | <b>Maximum Points</b> |
|---|-----------------------|
| Interpretation and understanding of the ToR;                        | 30                    |
| Bidder's Experience   |                       |
| Bidder's Methodology; and   |                       |
| Qualification, skills and experience of the bidder's proposed team. |                       |

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

|     |    |
|-----|----|
| YES | NO |
|-----|----|

**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

|   |     |    |
|---|-----|----|
| Is the proposed bid price linked to the exchange rate?  | Yes | No |
|   |     |    |
| <b><i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i></b> |     |    |
|   |     |    |

6

|   |        |            |
|---|--------|------------|
| Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice. | Comply | Not Comply |
|   |        |            |

7

|  |        |            |
|--|--------|------------|
| The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> which took effect from 01 January 2014, where relevant. | Comply | Not Comply |
| The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.   |        |            |
| Substantiate / Comments  |        |            |
|  |        |            |

### 8 COSTING MODEL

| Activity/ Deliverable     | Resource(s) | Rate/Hour per resource | Number of hours | Cost (VAT Excl.) |
|---------------------------|-------------|------------------------|-----------------|------------------|
| Inception Report          |             |                        |                 |                  |
|                           |             |                        |                 |                  |
|                           |             |                        |                 |                  |
|                           |             |                        |                 |                  |
| Interim progress report 1 |             |                        |                 |                  |
|                           |             |                        |                 |                  |
|                           |             |                        |                 |                  |
|                           |             |                        |                 |                  |
|                           |             |                        |                 |                  |

|                                    |  |  |  |  |
|------------------------------------|--|--|--|--|
| Interim progress report 2          |  |  |  |  |
|                                    |  |  |  |  |
|                                    |  |  |  |  |
|                                    |  |  |  |  |
| Final consolidated report          |  |  |  |  |
|                                    |  |  |  |  |
|                                    |  |  |  |  |
|                                    |  |  |  |  |
| Disbursements                      |  |  |  |  |
| <b>Total Bid Price (VAT Excl.)</b> |  |  |  |  |

**Notes on pricing:**

- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

| Cost Element               | Cost (VAT Excl.) |
|----------------------------|------------------|
|                            |                  |
|                            |                  |
|                            |                  |
|                            |                  |
|                            |                  |
|                            |                  |
| <b>Total Disbursements</b> |                  |

**9 SUMMARY OF THE PROPOSAL**

| <b>DESCRIPTION</b>                     | <b>BIDDER'S PROPOSAL</b> |
|--|--------------------------|
| <b>Number of resources (personnel)</b> |                          |
| <b>Project duration (in hours)</b>     |                          |
| <b>Project duration (in months)</b>    |                          |
| <b>Commencement Date</b>               |                          |

**10. SUMMARY OF METHODOLOGY**

The bidder must provide a brief summary of the methodology the bidder proposes to follow in completing this exercise; including details of all quantitative and qualitative aspects of the methodology to be used.

|  |
|--|
| <b>Provide a brief summary in the below space:</b> |
|  |

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T12/07/16**, the General Conditions, and all other Annexures to the RFP Document, we offer conduct a research study to identify potential opportunities for fuel cell deployment in South Africa's transport sector at the following total amount:

**R..... (Excluding VAT)**

**In words**

**R..... (Excluding VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_  
\_\_\_\_\_

**FOR AND ON BEHALF OF:**

COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 4: ANNEXURES**



## Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

**Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:**

|   |  |
|---|--|
| <b>Supplier Number</b>                      |  |
| <b>Unique registration reference number</b> |  |

### BIDDING STRUCTURE

| Indicate the type of Bidding Structure by marking with an 'X': |  |
|--|--|
| <b>Individual Bidder</b>                                       |  |
| <b>Joint Venture/ Consortium</b>                               |  |
| <b>Prime Contractor with Sub Contractors</b>                   |  |
| <b>Other</b>   |  |

### REQUIRED INFORMATION

| If Individual Bidder:          |  |
|--------------------------------|--|
| <b>Name of Company</b>         |  |
| <b>Registration Number</b>     |  |
| <b>Vat registration Number</b> |  |
| <b>Contact Person</b>          |  |
| <b>Telephone Number</b>        |  |
| <b>Cellphone Number</b>        |  |

| <b>If Individual Bidder:</b> |  |
|------------------------------|--|
| Fax Number                   |  |
| Email address                |  |
| Postal Address               |  |
| Physical Address             |  |

| <b>If Joint Venture or Consortium, indicate the following for each partner:</b> |  |
|---|--|
| <b>Partner 1</b>  |  |
| Name of Company   |  |
| Registration Number   |  |
| Vat registration Number   |  |
| Contact Person  |  |
| Telephone Number  |  |
| Cellphone Number  |  |
| Fax Number  |  |
| Email address   |  |
| Postal Address  |  |
| Physical Address  |  |
| Scope of work and the value as a % of the total value of the contract           |  |
| <b>Partner 2</b>  |  |
| Name of Company   |  |
| Registration Number   |  |
| Vat registration Number   |  |
| Contact Person  |  |
| Telephone Number  |  |
| Cellphone Number  |  |
| Fax Number  |  |
| Email address   |  |
| Postal Address  |  |
| Physical Address  |  |
| Scope of work and the value as a % of the total value of the contract           |  |

| <b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b> |  |
|---|--|
| <b>Prime Contractor</b>   |  |
| Name of Company   |  |
| Registration Number   |  |
| Vat registration Number   |  |
| Contact Person  |  |
| Telephone Number  |  |
| Cellphone Number  |  |
| Fax Number  |  |
| Email address   |  |
| Postal Address  |  |
| Physical Address  |  |
| <b>Sub contractors</b>  |  |
| Name of Company   |  |
| Company Registration Number   |  |
| Vat registration Number   |  |
| Contact Person  |  |
| Telephone Number  |  |
| Cellphone Number  |  |
| Fax Number  |  |
| Email address   |  |
| Postal Address  |  |
| Physical Address  |  |
| Subcontracted work as a % of the total value of the contract                          |  |

| <b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b> |  |
|---|--|
| <b>Prime Contractor</b>   |  |
| Name of Company   |  |

|  |  |
|--|--|
| Registration Number  |  |
| Vat registration Number                                      |  |
| Contact Person   |  |
| Telephone Number   |  |
| Cellphone Number   |  |
| Fax Number   |  |
| Email address  |  |
| Postal Address   |  |
| Physical Address   |  |
| <b>Sub contractors</b>                                       |  |
| Name of Company  |  |
| Company Registration Number                                  |  |
| Vat registration Number                                      |  |
| Contact Person   |  |
| Telephone Number   |  |
| Cellphone Number   |  |
| Fax Number   |  |
| Email address  |  |
| Postal Address   |  |
| Physical Address   |  |
| Subcontracted work as a % of the total value of the contract |  |

## Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

### Bidder's past supply chain management practices:

| Item | Question   | Yes                                 | No                                 |
|------|--|-------------------------------------|------------------------------------|
| 3.1  | <p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>  | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
|      | If so, provide particulars:  |                                     |                                    |
| 3.2  | <p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
|      | If so, provide particulars:  |                                     |                                    |
| 3.3  | <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?</p>  | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |

| Item | Question  | Yes                             | No                             |
|------|---|---------------------------------|--------------------------------|
|      | If so, provide particulars:   |                                 |                                |
| 3.4  | Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
|      | If so, provide particulars:   |                                 |                                |
| 3.5  | Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract? |                                 |                                |
|      | If so, provide particulars:   |                                 |                                |

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is 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.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 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 paragraph 3 below.

<sup>1</sup>“State” means –

(a) 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);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct **YES / NO**



business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

**YES/NO**

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | Personal Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|-------------------------------|---------------------------------------|
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |
|           |                 |                               |                                       |

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

## Annexure 4 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

### 4.1 Current Shareholders/ Members

| Name of the shareholder | ID Number | Race | Gender | % shares |
|-------------------------|-----------|------|--------|----------|
|                         |           |      |        |          |
|                         |           |      |        |          |
|                         |           |      |        |          |
|                         |           |      |        |          |
|                         |           |      |        |          |
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|                         |           |      |        |          |
|                         |           |      |        |          |
|                         |           |      |        |          |
|                         |           |      |        |          |

**Note: The bidder must also attach the detailed Company/ Group Structure where relevant.**

### 4.2 Black Shareholders/ Members as per the B-BBEE Certificate

| Name of the shareholder   | ID Number | Race | Gender | % shares |
|---|-----------|------|--------|----------|
|   |           |      |        |          |
|   |           |      |        |          |
|   |           |      |        |          |
|   |           |      |        |          |
|   |           |      |        |          |
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|   |           |      |        |          |
|   |           |      |        |          |
|   |           |      |        |          |
|   |           |      |        |          |
| <b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b> |           |      |        |          |

**4.3 Directors**

| Name of the shareholder | ID Number | Race | Gender |
|-------------------------|-----------|------|--------|
|                         |           |      |        |
|                         |           |      |        |
|                         |           |      |        |
|                         |           |      |        |
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|                         |           |      |        |
|                         |           |      |        |
|                         |           |      |        |
|                         |           |      |        |

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

**Table (b) Details of the bidder's current and past experience in conducting research involving an enquiry into the formulation or review of National Policies, Legislation and Strategies in the manufacturing sector. (Please refer to par 10.1.2 of Section 2 of this RFP document):**

| Client' Name | Project Cost | Project period |          | Please provide a description of the research | List of National Policies, Legislation and Strategies that were considered in the research | Please describe what did your duties/responsibilities entail e.g. Data Collection and Analysis, Stakeholder Interviews/Engagements, etc. | Name, title and telephone contact of client |
|--------------|--------------|----------------|----------|--|--|--|---|
|              |              | Start Date     | End Date |  |  |  |   |
|              |              |                |          |  |  |  |   |
|              |              |                |          |  |  |  |   |
|              |              |                |          |  |  |  |   |
|              |              |                |          |  |  |  |   |
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|              |              |                |          |  |  |  |   |
|              |              |                |          |  |  |  |   |
|              |              |                |          |  |  |  |   |

**Table (c) Details of the key personnel of the bidders' proposed team:**

| Name of Team Member | Position | Role / Duties in this Project | Team Members Relevant Experience            |  |              |
|---------------------|----------|-------------------------------|---|--|--------------|
|                     |          |                               | Project description, Client, Project period | Please indicate what experience the Team Member has relevant to the requirements listed in 10.1.4 i.e. Data collection and processing, research skills, policy formulation, etc. | Project Cost |
|                     |          |                               |   |  |              |
|                     |          |                               |   |  |              |

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