



T12/04/17

**PROVISION OF MAINTENANCE
SERVICES ON THE IDC LIFTS**

**BID CLOSING DATE: WEDNESDAY, 03
MAY 2017 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

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

Name:	<u>Ms Louise Stander</u>
Telephone Number:	<u>+27 11 269 3942</u>
Email address:	<u>louises@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 25 April 2017**.
- 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) 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

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

- 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, **T12/04/17: Provision of Maintenance Services on the IDC Lifts**. 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, 03 May 2017.
- 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

- 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

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

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

- 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

- 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 will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. 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

- 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

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)

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 Response to Annexure 6: BEE Commitment Plan
- 12.3.10 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. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership. If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure. 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 (12.3.1-12.3.8) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).
- 12.3.11 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

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 12.3.10 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
 - Annexure 6: BEE Commitment Plan

13.2 Phase 2: Technical/ Functionality Evaluation

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

13.2.1 **Mandatory Functional/ Technical Requirements**

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 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:

ELEMENT	WEIGHT
Bidder's Relevant Experience	60
Qualifications and Skills of Maintenance team	40
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

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	80
B-BBEE	20
TOTAL	100 points

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

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. Background Information

The Industrial Development Corporation (IDC) Head Office situated at 19 Fredman Drive in Sandton comprises of two adjacently located buildings i.e. IDC1 (Kindoc) and IDC2 (Dymson). IDC1 is installed with 6 lifts (5 passenger lifts and one goods lift) and 1 dumbwaiter. IDC 2 is installed with 2 passenger lifts. Please refer to **Annexure 7** of this document for the full details of the installed lifts.

The lifts need to be serviced regularly in order to ensure that they are safe and that they operate at their maximum capacity.

The IDC therefore seeks to appoint a capable service provider to provide a comprehensive maintenance service for all the lifts installed within the two buildings.

3. Maintenance Objectives

Without in any way limiting service provider's obligations, the service provider shall at all times ensure:

- the safety and comfort of passengers using the equipment;
- the accuracy and reliability of the equipment performance;
- that preventative maintenance is carried out at all times,
- that the equipment and associated spaces are kept clean and presentable at all times and

that the maintenance is carried out in a programmed sequence (Annual Preventative Maintenance Plan) so as to protect IDC's investment.

4. Scope of work/ Terms of Reference

4.1 The IDC requires the service provider to perform a comprehensive maintenance service to the lifts installed in the 2 Head Office buildings, with due regard for the age of the lift equipment on the various installations. The service provider will be required to:

- Systematically examine the equipment in accordance with the lift regulations/ standards and the Manufacturer's requirement at monthly intervals;
- Ensure that maintenance work of a technical nature shall be performed by "Competent" persons as defined by the Occupational Health and Safety Act who are qualified Lift Mechanic/s experienced and skilled in maintaining equipment similar to which are subject matter of this request and who are employed and supervised by the service provider. IDC reserves the right to request and be granted copies of certificates of qualification/ competence for the Lift Mechanic/s or Senior Technical personnel;
- Not to permit the Maintenance Agreement to be assigned, transferred or modified without written approval of IDC;
- To perform the maintenance and repair work required in terms of the Maintenance Agreement during regular working hours being Monday to Friday during the hours of 08:00 to 16:30, statutory holidays excluded, except in the case of call-backs. Competent and qualified technicians shall perform all work of a technical nature.
- To provide call out service twenty-four (24) hours a day, seven (7) days per week. The call-out service shall be carried out at no additional expense to IDC unless caused by misuse or abuse of the equipment. Technicians shall be equipped with adequate communication equipment to ensure a minimum delay in the response to emergency call- backs;
- To supply, repair and replace all parts of every description made necessary by normal wear and tear without expense to IDC when such replacement or repair is deemed necessary by the service provider in accordance with the Maintenance Agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable in all respects, shall be used;
- To replace all parts timeously, thereby limiting the incidence of break-downs, unplanned maintenance or repair and consequently maintain maximum equipment operation;
- To ensure that within a one (1) month period after being appointed for the maintenance work, all wiring diagrams and other drawings of a technical nature related to the equipment are available for the sole use of the service provider, IDC or its technical personnel. The wiring diagrams enclosed in plastic protection sleeves shall be located and retained in suitably sized and constructed steel cabinets/enclosures situated within the motor room/machine compartment;
- To provide within a one (1) month period after being appointed for the maintenance work, a maintenance site register/record book located in the machine room and maintain accurate records of all service procedures, site visits, stoppages, break downs, planned repairs and safety related equipment operation tests and checks. This register shall become the property of IDC and shall be kept in the motor room for a minimum period of ten (10) years as required by the Act;
- To commence immediately on appointment for the maintenance work, to record all details as requested by a customer communication logbook (if so

required and situated at a mutually agreed location) for effective two-way communication between the IDC Building Management staff and SP personnel. This logbook shall accurately record each and every site visit and attention to complaints raised by either party, especially during the first year of this contract;

- To provide, on request by IDC or it's duly appointed Agents, reports detailing a history of the equipment call-backs, repairs and break-down repairs to each and every lift;
- To inform IDC verbally and in writing and act immediately on any potentially hazardous or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the equipment situated within the shaft, machine room, pit and sheave room, or in the immediate vicinity of the equipment, even if the hazardous or undesirable situation does not form part of the service providers responsibility;
- To inform IDC in writing at least forty-eight (48) hours prior to carrying out any planned major repair or modification to the existing equipment deemed necessary by the service provider, such as a rope-change, even if this modification may benefit the equipment or if the cost of this modification is for the service providers account;
- To carry out within a thirty (30) day period of being awarded this maintenance contract, inspections and issue the necessary Comprehensive Reports. The service provider shall in addition to displaying this Comprehensive Report in a suitable protective holder on site, forwarding to IDC or it's duly appointed Agent a copy of the Certificate.

4.2 Performance Levels

4.2.1 Call-out Rate

The service provider shall ensure that the frequency of equipment break-downs does not result in the target number of twelve (12) call-outs per unit per annum being exceeded. The twelve (12) month period used to assess the call-out rate shall be the period from the date or anniversary date of the commencement of the Maintenance Agreement to end of the month preceding the following anniversary date or per calendar year as agreed to in advance.

4.2.2 Down-time

The Maintenance Plan shall be structured and implemented so as to ensure that during any *planned down-time* only one lift should be inoperative. The maximum down-time should not exceed six (6) hours per lift unit per month.

Note: *Down-time is the period the equipment is not in operation due to structured service, equipment break-downs and unplanned repairs.*

4.2.3 Call-out Response Times

The service provider shall ensure at any time of the day or night, seven (7) days a week, inclusive of all statutory holidays, throughout the maintenance period, that Technicians are available to respond to call-outs with regards to emergencies or break-downs of the equipment. The response times to call-outs shall be within the time period as set below and shall be the time the call is received by the service provider to the time the Technician arrives on site.

Maximum target – Call-back response times	Normal working ours	Outside normal working hours
Passenger entrapments (occupied stop)	30 minutes	45 minutes
Lift out of service (unoccupied stop)	60 minutes	90 minutes

4.3 Preventative Maintenance

The service provider shall, on a monthly basis, systematically examine the equipment in accordance with all Regulations, this request, the manufacturer's requirements and the service provider's Maintenance Plan, and perform the necessary adjustments, component replacements, cleaning and lubrication. All lubricants shall be of the proper grade for the purpose used and as specified by the manufacturer.

4.3.1 Maintenance work shall include but is not limited to the following:

- Examining, cleaning and equalizing tensions of all main, selector, governor and compensation ropes. Renewing of all ropes, when the rope-wear or condition exceeds the manufacturer's specification and/or the OHS Act requirements with regards to the maintenance and discarding of wire ropes. The ropes shall at all times produce an acceptable lift operation and shall ensure an adequate safety factor.
- Repairing and/or replacing all electrical wiring and conductors extending to all parts of the equipment from the load side of the Main Breaker switch, distribution panels or other points of supply in the machine room.
- Keeping the guide rails clean and properly aligned to ensure smooth and quiet operation.
- All oil reservoirs/pots shall be kept properly sealed to prevent leakage and dust ingress.
- The pits shall be thoroughly cleaned at maximum three (3) monthly intervals except in the case of observation lifts with visible pits, in which case the pits shall be cleaned at least once every month.
- Keeping the motor room floor, exterior of the machinery and any other parts of the equipment, properly painted and presentable at all times.
- To thoroughly test monthly, car and landing door locks mechanical and electrical, car door leading edge safety devices, emergency alarm bells, intercom, car door open buttons, and escalator handrail brush contacts and emergency stop switches.
- To visually inspect monthly, lift floor levels and pits, reporting on and attending to non-compliances.
- To thoroughly test at maximum six (6) monthly intervals, buffer electrical safety contacts, safety gear electrical contacts, governor electrical contacts, emergency stop switches, and all escalator electrical safety contacts.

- To thoroughly inspect and report at maximum six (6) monthly intervals, the main hoisting ropes, including selector, governor and compensating ropes, as required by the Act.
- To thoroughly test and log at maximum twelve (12) monthly intervals, the car and counterweight safety gear, over-speed governors, ultimate limits, main brakes and buffers.
- To thoroughly test by actuating the lift break-glass unit or fire signal at maximum twelve (12) monthly intervals, the lift emergency fire control operation (if fitted). The results and date of the test shall be recorded in the site maintenance register. IDC or its duly appointed Technical Personnel shall be informed at least thirty (30) days prior to the test covered under this Section.
- To thoroughly test (if and where applicable) by simulation at maximum twelve (12) monthly intervals, the lift emergency stand-by power control operation (if applicable). The results and date of the test shall be recorded in the site maintenance register. IDC or its duly appointed Technical Personnel shall be informed at least thirty (30) days prior to the test covered under this Section.
- The following components shall be included as part of the Preventative Maintenance at no additional cost to IDC:
 - Replacing of Lift car light lamps or fluorescent tubes, and all signal lamps;
 - Lift shaft lighting (if applicable) - lamps or fluorescent tubes;
 - Lift motor room lamps or fluorescent tubes; and
 - The testing of the lift intercom system (where applicable) and initiating quotes for repairs when needed, provided that this intercom equipment was not originally installed by the Lift Manufacturer or Maintenance Contractor(s).

5. Service Conditions

The successful bidder will be required to enter into a Maintenance Agreement with the IDC which Agreement will cover, but not limited to, the following terms and conditions:

5.1 Exclusions from Service Provider Obligations

- The costs of call outs and repairs necessitated by reason of negligence other than the negligence of the service provider, their Employees or Agents and their misuse of the equipment, and excepting all normal fair wear and tear, shall be borne by IDC. A breakdown of the charge, with specific reference to the amounts allowed for both Labour and material, shall be clearly indicated on the service providers quotation to IDC, as also the percentage mark-up
- Replacement components which are deemed not serviceable at the time the Maintenance Agreement is initiated or renewed shall be specified. All parts which have not been excluded under this Section shall be covered in terms of the Maintenance Agreement for the duration of the contract. The notification of excluded equipment can take the form of a list of all obsolete equipment or a specific list of excluded equipment pertaining to the previous service provider not having replaced this equipment within the former contract.

- The following items of the equipment are not included or covered under this Agreement unless their repair, replacement or adjustment can be attributed to the service providers omissions and/or negligence:
 - The painting of the motor room wall and ceiling;
 - Motor room, car, shaft and pit light fittings, doors, windows, and motor room mechanical ventilation;
 - Car enclosures, hoist way enclosures;
 - Car and landing door panels, surrounds, frames, architraves and sills, unless attention may further be required as a result of incorrect running clearances;
 - Decorative finishes, wall panels, suspended ceilings, light diffusers, handrails, mirrors, glass sides, glass doors, carpets or floor coverings;
 - Telephone, closed circuit television systems, power generating plants, security equipment.

- At an additional cost to IDC the service provider shall be requested to install any additional equipment or accessories to the equipment which is recommended or required by the government, provincial, municipal or any other authority under new legislation. Should any form of Labour and/or material be required on any of these excluded components, these costs will be brought to the attention of IDC via a detailed written quotation who will then provide a separate order to cover these costs.

5.2 Obligations of IDC

IDC agrees and undertakes:

- To issue the necessary operating instructions and procedures to the Tenant/s so as to ensure that at all times the lift equipment will be used in a reasonable manner.
- To advise the service provider immediately when the equipment malfunctions or becomes inoperative.
- Not to authorise or allow any person/s other than the service provider or their duly authorised employees to carry out any maintenance work on the equipment during the currency of the Agreement, unless prior written consent from the service provider has been obtained. Should any work be carried out by any other company or person, prior to or during the term of the Agreement, the service provider shall not be liable for any act, occurrence or omission on the part of such company or person/s or equipment supplied.
- To immediately notify the service provider of any incident, injury or harm to any person or property resulting from the usage of the equipment and to make available all relevant information pertaining to equipment incidents.
- To ensure that the service providers workmen shall at all reasonable times have free and undisturbed access to the equipment for the effective execution of normal maintenance procedures as well as emergency after-hours callout services in accordance with the Maintenance Agreement.
- To ensure that the building with regards to the lift equipment complies with the applicable Regulations and local by-laws.

5.3 Equipment Modernisation

- Should any lift equipment be modernised in future after commencement of the Maintenance Agreement, IDC reserves the right to request tenders from and appoint any contractor of its choice for the specified modernisation or upgrade works, provided that the contracted service provider is given the opportunity to tender for the modernisation on an equal basis.
- Should the modernisation be awarded to a third party (not the service provider), the service provider shall be given ninety (90) days' notice of the modernisation hand over and commencement date, and shall thereafter assume no responsibility of any nature for the safety of any person/s or goods affected by the lift so handed over to the third party.
- On completion of the equipment modernisation by the third party and prior to the service provider continuing with the maintenance of the modernised equipment, the service provider shall carry out a detailed inspection of the said equipment to verify that the modernisation works in no way affects the service providers ability to continue effectively maintaining the equipment under the Maintenance Agreement. Should the service provider be unable to continue with the Maintenance Contract for any reason what so ever, he shall give thirty (30) days' notice to IDC. In this case IDC will *not* need to compensate the service provider for any losses sustained due to the cancellation of the contract.

5.4 Inspections

5.4.1 IDC or its duly appointed Agents shall retain the right to, at any time, order a service and/or safety quality audit inspection and or risk assessment in order to:

- Witness and/or verify the performance of any maintenance work by the service provider at any time, or to gauge the safety performance and statutory compliance of the equipment.
- The service provider shall not be liable for the costs of these inspections. However, should the inspections highlight any contractual or statutory non-conformance on the service providers part, he shall be liable for the corrective action costs of both labour and material to remedy the stated non- conformance.

5.4.2 The service provider shall carry out the following annual inspections/surveys:

- To enable the service provider to effectively monitor the equipment's maintenance, detailed annual audit inspections of the equipment shall be undertaken by the service provider's senior personnel (minimum supervisor or field engineer level) or the service provider's Quality Assurance Inspectors.
- The details of the annual inspections, date of inspection and the condition of the equipment shall be recorded on a checklist signed and certified by the service provider's representative and a copy forwarded to IDC's Agents in order to monitor and close the quality inspection loop.

- Should any defects or remedial work be required in terms of the Annual Inspection, the service provider shall expeditiously undertake the corrective action work within a thirty (30) day period and shall forward to IDC on completion a signed copy of the detailed items rectified.
- IDC or its duly appointed Agents shall have the right to re-inspect and/or validate the acceptable completion of this corrective action.

5.4.3 Independent Inspections:

- IDC shall at any time have the right to authorise independent SANS 1545 compliance inspections of an individual or the entire lift and escalator equipment installations using suitably qualified Registered Lift Inspectors. A copy of the results of such inspections shall be promptly communicated in writing to the service provider. Should any defects or remedial work be required in term of the Maintenance Agreement, the service provider shall expeditiously undertake within a mutually agreed time period (usually 30 days) to carry out the corrective work. When the service provider's work has been completed satisfactorily, IDC or its duly appointed Agent(s) shall be notified in writing. In the opinion of IDC, a further follow-up inspection by IDC or its Agent(s) may be conducted.
- Should the follow-up inspection show that the work as agreed and undertaken by the service provider has not been carried out satisfactorily, IDC or their Agent will place the service provider in default and allow him a maximum fourteen (14) calendar days to rectify the situation. Should the service provider still be in default at the end of this period, IDC shall have the right to summarily cancel the Maintenance Agreement and/or take such action as IDC deems fit to rectify the situation to IDC's satisfaction.
- Notwithstanding IDC's rights in terms of the clause above, the service provider shall still be liable for the costs associated with the correction of the non-compliance which placed the service provider in default in the first place. He shall refund to IDC these costs, failing which IDC retains the right to subtract these costs from any fees due to the service provider.
- The Independent Inspections shall in no way limit the service provider's responsibility with respect to any obligation or liabilities in terms of The Maintenance Agreement or the Act.

6. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of five (5) years, subject to annual review of service provider's performance.

7. Technical Evaluation Criteria

7.1 Mandatory 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.

7.1.1 Pre-qualification	Comply	Not Comply
<p>The bidder must have a B-BBEE status level 4 as a minimum.</p> <p>The bidder that fails to meet the stipulated pre-qualifying criteria will be disqualified.</p>		
Substantiate / Comments		

7.1.2 All Risk Insurance	Comply	Not Comply												
<p>The bidder must be in a position to take All Risk Insurance cover when appointed. Below are the minimum cover amounts that will be required:</p> <table border="0" data-bbox="159 851 957 1030"> <tr> <td data-bbox="159 851 718 896">THEFT & MALICIOUS DAMAGE</td> <td data-bbox="718 851 798 896">R</td> <td data-bbox="798 851 957 896">50 000.00</td> </tr> <tr> <td data-bbox="159 896 718 940">SURROUNDING PROPERTY LIMIT</td> <td data-bbox="718 896 798 940">R</td> <td data-bbox="798 896 957 940">500 000.00</td> </tr> <tr> <td data-bbox="159 940 718 985">CLAIMS PREPARATION COSTS</td> <td data-bbox="718 940 798 985">R</td> <td data-bbox="798 940 957 985">10 000.00</td> </tr> <tr> <td data-bbox="159 985 718 1030">PUBLIC LIABILITY LIMIT</td> <td data-bbox="718 985 798 1030">R</td> <td data-bbox="798 985 957 1030">5 000 000.00</td> </tr> </table>	THEFT & MALICIOUS DAMAGE	R	50 000.00	SURROUNDING PROPERTY LIMIT	R	500 000.00	CLAIMS PREPARATION COSTS	R	10 000.00	PUBLIC LIABILITY LIMIT	R	5 000 000.00		
THEFT & MALICIOUS DAMAGE	R	50 000.00												
SURROUNDING PROPERTY LIMIT	R	500 000.00												
CLAIMS PREPARATION COSTS	R	10 000.00												
PUBLIC LIABILITY LIMIT	R	5 000 000.00												
Substantiate / Comments														

7.1.3 CIDB Registration	Comply	Not Comply
<p>The bidder must be registered with CIDB in a contractor grading designation equal to or higher than 1SI. The bidder must maintain and be registered with the CIDB for the duration of the contract.</p> <p>The bidder must submit/ attach a valid CIDB Registration certificate as proof of registration.</p>		
Substantiate / Comments		

7.2 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.

7.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must have experience in providing maintenance services for multiple brands of lifts e.g. Schindler, Kone, Otis, etc.</p> <p>The bidder must provide three (3) relevant contactable references of contracts where the bidder has provided Lift maintenance services in the past 3 (three) years. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

7.2.2 MAINTENANCE TEAM	Comply	Partially Comply	Not Comply
<p>The bidder's proposed maintenance team must:</p> <p>(a) have the relevant and necessary skill mix to provide a service to the IDC site taking into account the maintenance schedules and the related timing;</p> <p>(b) be trained to be able to provide the required level of service;</p> <p>The bidder must submit, as part of its proposal, the CVs of the key members of the maintenance team; and copies of certificates of their training and affiliations to industry associations.</p> <p>Please refer to Table (b) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

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
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

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 National Treasury Instruction 01 of 2013/2014: Cost Containment Measures 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

8.1 Preventative Maintenance

Installed Lifts	Monthly Service Fee (VAT Excl.)	Annual Service Fee (VAT Excl.)
IDC 1		
1. BLOCK E – JE 8903	R	R
2. BLOCK E – JE 8904	R	R
3. BLOCK B – 01/L2251	R	R
4. BLOCK A – JH 7038	R	R
5. PRINT ROOM – JH406	R	R
6. AUDITORIUM – 01/L1704	R	R
7. AUDITORIUM PASSAGE– 01/L1320	R	R
Annual Service Fee (VAT Excl.) (Year 1)	R	R
Annual Service Fee (VAT Excl.) (Year 2)	R	R
Annual Service Fee (VAT Excl.) (Year 3)	R	R
Annual Service Fee (VAT Excl.) (Year 4)	R	R
Annual Service Fee (VAT Excl.) (Year 5)	R	R
Sub-Total (A) - IDC 1 (VAT Excl.)	R	R

Installed Lifts	Monthly Service Fee (VAT Excl.)	Annual Service Fee (VAT Excl.)
IDC 2		
8. LIFT 1 - JE 7795	R	R
9. LIFT 2 - JE 7796	R	R
Annual Service Fee (VAT Excl.) (Year 1)	R	R
Annual Service Fee (VAT Excl.) (Year 2)	R	R
Annual Service Fee (VAT Excl.) (Year 3)	R	R
Annual Service Fee (VAT Excl.) (Year 4)	R	R
Annual Service Fee (VAT Excl.) (Year 5)	R	R
Sub-Total (B) - IDC 2 (VAT Excl.)	R	R

8.2 Ad hoc Services

The preferred bidder will be required to attend to call-outs on a need basis (ad-hoc) over and above the preventative maintenance requirement detailed above. For evaluation purposes, bidders are required to provide prices for the following call-outs. The quantities reflected below are only estimates based on the current trends over a three year period. **Prices must be valid for the first 12 months of the duration of the contract.**

8.2.1 Ad-hoc call-outs Mon-Friday Rates

Description	Unit of measure	Quantity	Rate per Hour Normal	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Artisan	Per hour	18			
Call-out Fee	Each	6			
Description	Unit of measure	Quantity	Rate per Hour (After-Hours)	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Artisan	Per hour	15			
Call-out Fee	Each	5			
Sub-Total (C) (VAT Excl.)					

8.2.2 Ad-hoc call-outs Weekend and Holiday Rates

Description	Unit of measure	Quantity	Saturday Rate per Hour	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Artisan	Per hour	12			
Call-out Fee	Each	4			
Description	Unit of measure	Quantity	Sunday & Public Holiday Rate per Hour	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Artisan	Per hour	9			
Call-out Fee	Each	3			
Sub-Total (D) (VAT Excl.)					

8.3 Summary of Costs

Description		Cost (VAT Excl.)
Preventative Maintenance IDC 1 - <u>Sub-total</u> (A) (VAT Excl.)	YEAR 1	
	YEAR 2	
	YEAR 3	
	YEAR 4	
	YEAR 5	
Preventative Maintenance IDC 2 - <u>Sub-total</u> (B) (VAT Excl.)	YEAR 1	
	YEAR 2	
	YEAR 3	
	YEAR 4	
	YEAR 5	
Estimated Call-outs Mon-Friday Rates Subtotal C (VAT Excl.)		
Estimated Call-outs Weekend and Holiday Rates Subtotal D (VAT Excl.)		
Estimated Total Bid Price for 60 Months (A+B+C+D)		

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T12/04/17**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide preventative lift maintenance to the IDC, at the following total amount over the period of five (5) years, including annual escalation:

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:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
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	
Partner 2	
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	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
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, www.treasury.gov.za, 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 <input type="checkbox"/>	No <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 state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes 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, shareholder²):

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.

¹“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 business with the state in the previous twelve months? **YES / NO**

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.]

5.1 Current Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

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

5.2 Black Shareholders/ Members as per the B-BBEE Certificate

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

5.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the key personnel of the bidders' proposed maintenance team (please refer to par 7.2.2 of Section 2 of this RFP document):

Name	Position	Area of specialisation	Relevant Project Experience	
			Number of years' experience	Qualifications/ Training/ Affiliation

Annexure 6 – BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Annexure 7: Schedule of Equipment

The following are the existing Lifts that will form part of the maintenance agreement.

No.	Lift Number	Make	Type	Capacity & Speed	Drive	Control	Location
IDC 1							
1	JE 8903	Schindler	5-Stop Duplex Passenger	13 Person / 1000 Kg @ 1,0 m/s	AC Dynatron – 3 geared	Miconic E Micro-Processor	Block E
2	JE 8904						
3	01/L2251	Schindler	3-Stop Passenger Lift	13 Person / 1000 Kg @ 1,0 m/s	AC V3 F - Gearless	Micro-Processor	Block B
4	72BE0471	Otis	3-Stop Goods Lift	13 Person / 1000 Kg @ 1,0 m/s	VVVF (Otis Gen 2)	MCS 220 (Microprocessor)	Block A
5	01/L1704	Kone	2-Stop Passenger Lift	13 Person / 1000 Kg @ 1,0 m/s	AC V3 F - Gearless	Micro-Processor	Auditorium
6	01/L1320	Schindler	2 Stops Passenger Lift	8 Person / 630 Kg @ 1,0 m/s	AC V3F	Micro-Processor	Auditorium Passage
7	JH406	Thyssen	Dumbwaiter – 2 Stop/100 Kg	2PVO Manual Operated Doors	Call / Send	AC Single Speed Control	Print Room
IDC 2							
8	JE7795	Otis	4 Stops Passenger Lift	13 Person / 1000 Kg @ 1,0 m/s	OVF20 VVVF	MCS 220 (Microprocessor)	Reception
9	JE7796	Khuphuka					