



T18/10/16

**REQUEST FOR PROPOSAL FOR THE
PROVISION OF CLEANING SERVICES
FOR THE IDC HEAD OFFICE IN
SANDTON**

**BID CLOSING DATE: TUESDAY, 25
OCTOBER 2016 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 Shirley Mampuru</u>
Telephone Number:	<u>+27 11 269 3583</u>
Email address:	<u>shirleym@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 18 October 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) 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, **T18/10/16: Request for Proposal for the provision of cleaning services for the IDC Head Office in Sandton**. 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 Tuesday, 25 October 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

- 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 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.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

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;
- 10.1.7 bidders who are found to have previously committed fraud or any other improper conduct;
- 10.1.8 bidders who are listed on the IDC Delinquency register and/ or the National Treasury database of companies and/ or persons prohibited from doing business with the public sector or the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act No 12 of 2004.

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
 - Annexure 7: Declaration Form for Local Content

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 **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 Non-Mandatory 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	20%
Management Team	25%
Experience, Skills and Qualifications of the Supervisory Team	15%
Health & Safety	15%
Site take - over plan	25%
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	90
B-BBEE	10
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 brand or product or 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

- 2.1 The IDC Head Office is situated on 19 Fredman Drive, Sandown, Sandton, Johannesburg; it comprises of two adjacently located buildings. The buildings are fairly seasoned in terms of service length with a combined average service of 30 years. Due to this service length the buildings require total professional cleaning services to their exterior & interior fittings and furnishing assets.

The IDC Head Office has two buildings referred to as IDC 1 and IDC 2. The IDC 1 has the greater floor space at 21,500m², with IDC 2 at 3,500m² in total excluding basement parkings. The IDC 1 facility operates as the HUB of the IDC Head Office as it houses the main reception with an estimated 200 visitors per day, Open Plan work space for 852 employees, a 1000 seater auditorium, a crèche facility, numerous hosting facilities with 2 basement parking levels to name a few of the building offerings. The IDC 2 facility has a much lesser floor space than IDC 1 and consists of 3 storeys of Open Plan work space with 2 basement parking levels and an adjacent gymnasium facility.

The cleaning services required by IDC can, in a broad sense, be described as, "any work done requiring removal of dirt from, and providing an aesthetic or hygienic improvement to any surface or article in, on or around the IDC's Head Office buildings". This service is to ensure that the Corporation's assets are maintained in such a manner that their value is not eroded for maximisation of service length. The IDC prides itself in ensuring compliance to all legislated regulations of the country, thus IDC seeks to appoint a professional cleaning service provider who will provide the IDC with the management functions and overall supervision of cleaning services and ensure that buildings are kept clean and compliant to regulations governing the cleaning service sector enabling the Corporation to focus on its core business functions.

2.2 Operations

The IDC operates on an 8 hour shift routine basis from Monday to Friday for the majority of employees, with a limited number of employees working extended hours; thus the service provider needs to conduct bulk cleaning works at night and routine

cleaning work during operational hours/ during the day to not disrupt IDC operations. Service providers will be required to provide transport for all night shifts team and confirmation thereof should be provided in their proposal submission.

The IDC has the conference facility which is open for State Owned Enterprises (SOE's), Government Department, NGO's etc. The service provider will be required make proper arrangements to ensure effective cleaning services for such purposes as and when required.

2.3 Service breakdown and resources

2.3.1 Weekdays Services

Table A: Day Shift 1

Building	Time	Days	Number of Staff
IDC 1	06h00 - 15h00	Monday to Friday	10 x cleaners 1 x team leader
	08h00 – 17h00	Monday to Friday	1 x supervisor
IDC 2	06h00 - 15h00	Monday to Friday	1 x cleaner
Total number of staff for table A			13

Table B: Day Shift 2

Building	Time	Days	Number of Staff
IDC 1	08h00 - 17h00	Monday to Friday	3 x cleaners
IDC 2	08h00 - 17h00	Monday to Friday	1 x cleaners
Total number of staff for table B			4

Table C: Night Shift

Building	Time	Days	Number of Staff
IDC 1	17h00 - 02h00	Monday to Friday	9 x cleaners 1 x team leader
			4 x cleaners
Total number of staff for table C			14

2.3.2 Weekends and Public Holidays Services

Table D: Day Shift (Saturdays and Public Holidays)

Building	Time	Days	Number of Staff
IDC 1	08h00 - 12h00	Saturdays & Public Holidays	2 x cleaners
IDC 2	08h00 - 12h00	Saturdays & Public Holidays	1 x cleaner
Total number of staff for table D			3

Table E: Night Shift (Sundays)

Building	Time	Days	Number of Staff
IDC 1	17h00 - 02h00	Sundays & Public Holidays	9 x cleaners
			1 x team leader
IDC 2	17h00 - 02h00	Sundays & Public Holidays	4 x cleaner
Total number of cleaners for table E			14

2.4 Floor Coverings:

The IDC building floors are covered in an array of floor coverings which are SABS rated. The carpet tiles have a 2(SANS 10177-IV) fire index rating. The supplier is expected to clean the carpets in accordance to the manufacturer's specified methods.

The buildings' floor surfaces are covered with the following:

Floor Surface	Specifications
Type 1	Carpet - Belgotex Nexbac Tile and Broadloom
Type 2	Ceramic Tiles, Granite, Vinyl
Type 3	Wood floor (coffee bar area only)
Type 4	Roof Waterproofing
Type 5	Concrete and screte floors; Paving
Type 6	Steel

2.5 Building Walls

The majority of the building walls are concrete based and are painted with Plascon products for aesthetics improvement. Meeting room walls are made up of a mixture of glass and paint treated dry walling.

2.6 Building Structure

The following are key service areas found in each building including floor surface specifications in each area for assistance in quantifying scope of works within the buildings:

IDC 1 - Main Building

Area/ Item	Floor Surface Spec
Reception	Types 1 & 2
Open Plan/ Workstations	Types 1
Meeting Rooms and Boardrooms	Type 1
Kitchens and Kitchenettes	Type 2

Area/ Item	Floor Surface Spec
Pause Areas	Type 1
Toilets	Type 2
Server rooms	Type 2
Document rooms and Storerooms	Type 2
Tender drop off room	Type 2
Control Room	Type 1 & 2
Dry Cleaning room	Type 2
PIBC (walk-in centre)	Type 1
Consulting rooms	Type 1
VIP Holding room	Type 1
Switchboard	Type 1
Sick room	Type 2
Treasury room	Type 1
Payroll room	Type 2
Industrial Relations room	Type 1
Stationery room	Type 1
Printing room	Type 1
Computer Lab	Type 1
IT Computer store room	Type 1
Information Centre	Type 1
Records room	Type 1
Lifts and Risers	Type 2
Basement Parkades	Type 2
Station 3 Plant room	Type 2 & 5
Main building Generator room	Type 5
UPS Room	Type 5
Diesel tank area	Type 5
Sprinkler valve area behind deliveries	Type 5
Basement 0 level	Type 5
Block D&E roof aircon plants	Type 4
Cooling towers plant	Type 5
All other aircon plants	Type 5
Guard rooms	Type 1 & 2
Creche Facility	Type 2

IDC 1 - Auditorium

Area	Floor Surface Spec
Toilets	Type 2
Storerooms	Type 2
Kitchenettes	Type 2
Riser	Type 2
Fire escape	Type 2
Lift	Type 2
Meeting rooms	Type 1
Foyer/ Passageway	Type 2
Office	Type 1
Sick room	Type 1

IDC - Canteen

Area	Floor Surface Spec
Dining Area	Type 2
Kitchens	Type 2
Toilets	Type 2
Storerooms	Type 2

IDC 2 – Building

Area	Floor Surface Spec
Open Plan/ Workstations	Type 1
Meeting Rooms	Type 1
Kitchenettes	Type 2
Pause Areas	Type 1
Toilets and Showers	Type 2
Server rooms	Type 2
Lifts and Risers	Type 2
Storerooms	Type 2
Basement Parkades	Type 5
Security key room	Type 1
Marketing rooms	Type 2
Wellness room	Type 1

Area	Floor Surface Spec
UPS room	Type 2
Old Generator room	Type 2
Chiller plant and AHU plant rooms	Type 2

IDC 2 – Gymnasium

Area	Floor Surface Spec
Reception	Type 2
Kitchenette	Type 2
Workout floors	Type 2
Toilets	Type 2
Steam Baths	Type 2
Showers	Type 2
Storerooms	Type 2

3. Scope of Work

The cleaning contractor will be required to render a comprehensive cleaning service including scheduled/ routine (as per the standard cleaning methods indicated below) day-to-day cleaning services and reactionary cleaning services as and when required. The contractor will also be required to provide specialist cleaning services on ad hoc basis e.g. cleaning of high rise windows and glass facade.

3.1 Standard Cleaning Methods

The list below is an itemised account of areas and items found in both buildings consisting of a brief description of the method and frequency of cleaning required in terms of “Standard Cleaning” norms. It is the bidder’s responsibility to ensure that all areas of the facilities are kept clean at all times and to perform a continuous audit ensuring adequacy in the frequency of cleaning and methodology.

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
ASH TRAYS	Empty & clean with wet cloth	3 x Daily
BASINS	Disinfect and wipe with wet cloth Remove mineral deposits	3 x Daily Bi-weekly
SHOWERS	Wet wipe with a hard surface cleaner	3 x Daily
BLINDS	Vertical – remove dust Horizontal – damp wipe	Daily Daily
CARPETS	High and low traffic areas - brush and Vacuum	Daily
CEILINGS	Dust and wipe air vents	When necessary
CHAIRS	Fabric <ul style="list-style-type: none"> • Vacuum • Spot clean 	Daily Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	<ul style="list-style-type: none"> Shampoo Vinyl and leather <ul style="list-style-type: none"> Brush to remove dust Wipe with wet cloth and polish 	Quarterly Daily Quarterly
DESKS	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 	Daily Twice weekly
	Sealed wood/ glass/ formica <ul style="list-style-type: none"> dust & damp wipe polish 	Daily Weekly
DOORS (Steel, Glass and Wood)	Louver's doors dust or damp wipe	Daily
	Remove finger marks on glass and push plates	Daily
	Dust or damp wipe	Daily
ELECTRONIC EQUIPM	Dust	Daily
	Damp wipe	Weekly
LIFTS (Handrails, Side panel, Mirror and Floor)	Sweep, wipe with wet cloth, spray clean mirror and apply polish for wood and stainless steel	Daily
FIRE ESCAPES/ STAIRS	Sweep and wipe with wet cloth.	Daily
RESILIENT (vinyl, PVC, linoleum, sealed wood (not laminated), etc.)	HIGH AND LOW TRAFFIC	
	<ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 	Daily Daily
HARD FLOOR COVERINGS (ceramic, marble, granite, brick, concrete, etc.)	HIGH AND LOW TRAFFIC	
	<ul style="list-style-type: none"> Sweep, damp mop for soilage, wipe with wet cloth, spray clean/ burnish scrub and dry clean using a mechanised system Machine 	Daily Daily
FURNITURE	Natural/ unsealed wood <ul style="list-style-type: none"> dust polish 	Daily Twice weekly
	Sealed wood/ glass/ formica chrome/ steel/ plastics: <ul style="list-style-type: none"> dust & damp wipe polish 	Daily Weekly
BASEMENT PARKING	<ul style="list-style-type: none"> Remove litter Remove dust and wet wipe Remove oil spillage with degreaser (machine scrub and dry) 	Daily Weekly When necessary
KITCHENETTES	Floors - damp mopped/wet wiped and dried	Daily
	Walls and cupboard doors - wet wiped and dried	Daily
	Cupboard storage cleaned, wet wiped and disinfected.	Weekly
	Wet wipe and rinse inside microwave	Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	<ul style="list-style-type: none"> Cleaners to do dishes after hours and over the weekends. 	Daily
CANTEEN (Serving Area)	<ul style="list-style-type: none"> Glass Walls - wet wiped Floors – damp/ wet mopped and disinfected/ sanitised. Scrub with buffing machine 	Weekly Daily
LAMPS	<ul style="list-style-type: none"> Dusted Damp wiped 	Weekly Weekly
ABLUTION FACILITIES	<ul style="list-style-type: none"> Remove mineral deposits and soilage from bowl and under flush rim with hard surface cleaner and brush Wet wash with disinfectant seat and lid, cistern and pipes, etc. Wet wipe doors and walls Hand basins and Shower: wet wipe regularly Replenish consumables regularly (e.g. toilet paper, hand paper towels; seat sanitizer and soap) <p>Note: Seat sanitizer and soap and related dispensers will be provided by the IDC)</p>	Daily Daily Daily Daily
MIRRORS	<ul style="list-style-type: none"> In washrooms – wet wipe and dry Ornamental - use glass cleaner 	Daily Daily/ when necessary
ORNAMENTS	Dust and damp wipe	Daily/ when necessary
PICTURES	<ul style="list-style-type: none"> Dust frames Damp wipe frames Clean glass with glass cleaner 	Daily When necessary When necessary
UNCOVERED PIPES	Dust and Damp wipe	Monthly
POWER SKIRT and PLUGS	Dust and damp wipe	Weekly
RAILINGS/ BALLUSTRADES	Dust and Damp wipe railings and glass panels	Daily
RUBBISH BINS (meetings rooms and workstations)	<ul style="list-style-type: none"> Empty bins Change bin liner Damp wipe, remove stains and disinfect 	3 x Daily When necessary When necessary
WALLS	<ul style="list-style-type: none"> Glass/ Windows (normal height) – damp wipe Partition – dust and damp wipe Solid walls – dust and wet wipe 	Daily/ when necessary
WORKSTATION	<ul style="list-style-type: none"> Glass Screen - Dust and damp wipe Fabric Screen- Vacuum and Shampoo- dry method to avoid electrical connections Desktop- Dust and damp wipe Telephone- Dust and damp wipe 	Daily

ITEMS	STANDARD CLEANING METHOD	FREQUENCY
	<ul style="list-style-type: none"> • Cabinet- Dust and damp wipe • Chair- Dust and damp wipe • Desk- Dust and damp wipe 	
CONFERENCE CENTRE	<ul style="list-style-type: none"> • Setting up and breaking down tables • Laying, steaming, sending laundry cleaning and collecting from the dry clean room, • Prepare paper work for laundry • Keep stock of table linen 	Weekly and /or when necessary
SICK ROOM	<ul style="list-style-type: none"> • Cleaning the room • change the linen • Make bed • empty bins, 	Weekly

Note: "When necessary" means that the work is part of the standard/ routine cleaning service but the frequency will be determined on a need basis.

4. 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 three (3) years, subject to annual review of service provider's performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

5. Technical Evaluation Criteria

5.1 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.

5.1.1 OHS Compliance	Comply	Not Comply
The bidder must always ensure compliance with Occupational, Health and Safety Act.		
Substantiate / Comments		

5.1.2 Statutory Labour Requirements	Comply	Not Comply
The bidder must always ensure compliance with all relevant statutory labour requirements.		
Substantiate / Comments		

5.1.3 Staff Uniform and Personal Protective Equipment (PPE)	Comply	Not Comply
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.		
All personnel should wear acceptable contractor's uniform i.e. the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.		
Substantiate / Comments		

5.1.4 Cleaning Equipment and Consumables	Comply	Not Comply
The bidder shall provide all general and specialist equipment required in the provision of this service.		
All contract consumables should be provided by contractor and a management plan need be provided (before commencement of work) for controlling purposes for each item. <i>Note: IDC will provide storage facilities/space in respect of equipment, chemicals and consumables keeping.</i>		
The bidder must use only SABS approved equipment & bio-degradable (eco-friendly) chemicals.		
Substantiate / Comments		

5.1.5 Site File	Comply	Not Comply
<p>The appointed service provider must compile and provide an IDC specific Site File which will include all Statutory and Management information/documents such as:</p> <ul style="list-style-type: none"> • HR Policy; • OHS Policy and Procedures; • Safe works Procedures; • Risk Assessments Procedures; • Stock control procedure; • Insurance documents/details; • Cleaning Service programme/schedule as per IDC requirement; • Department of Labour documents e.g. COIDA, UIF and etc. <p>The service provider will be required to provide a comprehensive site file to the IDC within 30 days from the date of tender ward.</p>		
Substantiate / Comments		

5.1.6 Meetings and Reporting	Comply	Not Comply
<p>The bidder will be expected to hold weekly operational, monthly management meetings and quarterly supplier performance review meetings with IDC Facilities Management Team. NB: Senior Management team will be required to attend monthly management and quarterly Supplier Performance Management meetings.</p>		
<p>The bidder will be required to report all operational incidents to the IDC Facilities Management Office in writing via email or in person.</p>		
Substantiate / Comments		

5.1.7 Contractor Induction	Comply	Not Comply
<p>The bidder will be expected to attend an induction meeting within two (2) weeks after appointment where a formal handover will be conducted and be familiarized with IDC site compliance requisites, policies and procedures prior to commencement of the service contract.</p>		
<p>The bidder must, in the induction meeting, bring a list of staff to be deployed at the IDC with the following information: Name, Address, ID Number and confirmation that the staff do not have criminal records.</p> <p>NB: IDC reserves the right to request removal of any personnel on site deemed not to be compliant with IDC policies and procedures.</p>		

5.1.8 Cleaning Staff	Comply	Not Comply
The bidder shall ensure that the personnel to be deployed at IDC have no criminal records. <i>Note: IDC reserves the right to verify such before work commencement.</i>		
The Management/ supervisory staff on-site must be computer literate.		
The cleaning staff and management on site must be able to communicate, read and write in English.		
No information concerning IDC activities may be furnished to the public or news media by the contractor and his employees.		
The cleaning staff are prohibited from reading documents of records in offices or unnecessary handling thereof.		
All contractor management/ supervisory staff should have access to cellphone 24/7 for ease of communication in cases of emergency.		
Substantiate / Comments		

5.1.9 Insurance	Comply	Not Comply
The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance must be handed to IDC upon commencement of the service.		
Substantiate / Comments		

5.2 Non-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.

5.2.1 Cleaning Experience	Comply	Partially Comply	Not Comply
<p>The bidder must have relevant experience in providing contract cleaning services within office building environment.</p> <p>The bidder must provide at least one (1) reference of a contract where the bidder provided cleaning services on a site with the floor space of not less than 12 500m². The referenced contract must have been held within the past five (5) years. Refer to Table (a) Annexure 5 of this document for the response format provided. The bidder must also provide reference letters; the letters must be issued on bidder's client's official letter head.</p>			

Substantiate / Comments

5.2.2 Management Team	Comply	Partially Comply	Not Comply
<p>The bidder's management team must have relevant experience in contract cleaning services.</p> <p>Please refer to Table (b) of Annexure 5 of this document for details to be provided.</p> <p>Please provide CV's of the management team and company organogram.</p>			
Substantiate / Comments			

5.2.3 Supervisory Personnel	Comply	Partially Comply	Not Comply
<p>The supervisory personnel to be deployed on IDC site must have relevant management experience in contract cleaning services.</p> <p>The supervisor must have experience and skill in the following:</p> <ul style="list-style-type: none"> • Supervision of staff; • Labour and employee relations; • Computer literacy; • Administration; • Inventory/ stock management <p>Please refer to Table (c) of Annexure 5 of this document for details to be provided.</p> <p>Please CV's of the proposed site supervisory staff and the relevant training certificates must also be provided.</p>			
Substantiate / Comments			

5.2.4 Health and Safety	Comply	Partially Comply	Not Comply
<p>The bidder must always ensure health and safety measures when rendering the cleaning services.</p> <p>Please indicate how health and safety principles are incorporated in your cleaning processes and procedures; and define roles of all stakeholders (cleaning staff and IDC staff) in that regard.</p>			
Substantiate / Comments			

5.2.5 Site take-over plan	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site take over.</p> <p>The bidder must provide a site take-over plan. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Overall site take-over process, including related timelines • Recruitment strategy; • Readiness i.e. mobilisation of equipment; sourcing of cleaning consumables and uniforms etc.) 			
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 Labour for IDC 1 (Kindoc)

Personnel	Quantity	Hourly Rate	Monthly Fee per person (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Day Shift 1 Weekdays					
Cleaner	10				
Team Leader	1				
Supervisor	1				
Day Shift 2 Weekdays					
Cleaner	3				
Night Shift Weekdays					
Cleaners	9				

Personnel	Quantity	Hourly Rate	Monthly Fee per person (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Team Leader	1				
Day Shift Weekends (Saturdays)					
Cleaner	2				
Night Shift Weekends (Sundays and Public Holidays)					
Cleaner	9				
Team Leader	1				
Total Labour Costs: Year 1					
Total Labour Costs: Year 2					
Total Labour Costs: Year 3					
Sub-Total (8.1) VAT Excl.)					
Annual Fee Escalation (%)					

Note: The labour fee must be in line with the minimum wage as promulgated by the Department of Labour; and inclusive of all costs associated with rendering the service i.e. cleaners salary, UIF, transport, training, uniform etc.

8.2 Labour for IDC 2 (Dymson)

Personnel	Quantity	Hourly Rate	Monthly Fee per cleaner (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Day Shift 1 Weekdays					
Cleaner	1				
Day Shift 2 Weekdays					
Cleaner	1				
Night Shift Weekdays					
Cleaner	4				
Day Shift Weekends (Saturdays)					
Cleaner	1				
Night Shift Weekends(Sundays and Public Holidays)					
Cleaner	4				
Total Labour Costs: Year 1					
Total Labour Costs: Year 2					
Total Labour Costs: Year 3					
Sub-Total (8.2) VAT Excl.)					
Annual Fee Escalation (%)					

Note: The labour fee must be in line with the minimum wage as promulgated by the Department of Labour and inclusive of all costs associated with rendering the service i.e. cleaners salary, UIF, transport, uniform etc.

8.3 Cleaning Equipment

Description	Qty	Total Monthly Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Beta brush machine (Vacuum)	8		
Wet and dry vacuum cleaner	1		
Buffing Machine	4		
Cleaning Trolley (preferably in plastic) with smooth gliding wheels that can hold cleaning equipment (including mop), basket, cleaning consumables and refuse bag.	11		
Aluminium Step ladder(four steps)	2		
Aluminium Step ladder(two steps)	2		
Mop trolley (preferably in plastic) with wringer, double bucket (colour coded complete set)	4		
Other equipment:			
Total Equipment Cost: Year 1			
Total Equipment Cost: Year 2			
Total Equipment Cost: Year 3			
Sub-Total (8.3) VAT Excl.)			
Annual Fee Escalation (%)			

Note: The bidder must, over and above the equipment listed above, provide costs for all other equipment required by the bidder in order to provide a comprehensive cleaning service. The bidder must provide adequate number of cleaning equipment in order to ensure effective cleaning service and must also ensure that the equipment is always in usable condition.

8.4 Cleaning Consumables/ Materials

Cost Element	Quantity	Monthly Cost (VAT Excl.)	Annual Cost (VAT Excl.)
Dust cloth			
Window squeegees (small)			
Window squeegees (large)			
Brooms soft			
Brooms hard			
Long handle dustpan (with self-closing lid) and broom set			
Short handle Dust pan and brush set			
Mops			
Small mops for spillage			
Mop sweeper (for dry areas)			
Spray bottle colour coded			
Feather duster long			
Feather duster short			
Colour coded cloth			
Gloves colour coded green/yellow			
Dust Mask			
Other Consumables/ Materials:			
Total Cost of Consumables: Year 1			
Total Cost of Consumables: Year 2			
Total Cost of Consumables: Year 3			
Sub-Total (8.4) VAT Excl.)			
Annual Fee Escalation (%)			

Note: The bidder must, over and above the consumables/ material listed above, provide costs for all other consumables required by the bidder in order to provide a comprehensive cleaning service. Please refer to standard cleaning method in Section 2 of this document in order to provide for full consumables required to render this service. All PPE consumables must be included in the price proposal.

The bidder will be required to keep adequate stock of consumables/ materials on site in order to ensure effective service. The consumables/ materials must always be in usable condition.

8.5 Cleaning Chemicals

Cost Element	Quantity	Monthly Cost (VAT Excl.)	Annual Cost (VAT Excl.)
Carpet/ Sofa Shampoo			
stainless steel polish			
Coating Powder for carpet			
Sealer (hi shine)			
Soap			
Glass Wall and window cleaning chemical			
Water Stain Remover			
Polish (wood furniture)			
Other Chemicals:			
Total Cost of Chemicals: Year 1			
Total Cost of Chemicals: Year 2			
Total Cost of Chemicals: Year 3			
Sub-Total (A) VAT Excl.)			
Annual Fee Escalation (%)			

Note: Note: The bidder must, over and above the cleaning chemicals listed above, provide costs for all other chemicals required by the bidder in order to provide a comprehensive cleaning service. Please refer to standard cleaning method in Section 2 of this document in order to provide for full cleaning chemicals required to render this service. The bidder will be required to keep adequate stock of consumables/ materials on site in order to ensure effective service. The consumables/ materials must always be in usable condition.

8.6 Paper Consumables and waste bin liners

Description	Unit of measure	Average monthly quantities	Unit Price	Total Monthly Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
2 ply toilet paper (soft plain white)	Bale of 48 rolls	80			
Hand Paper Towels	Bale of 6 rolls	100			
Bin Liners (Size: 480x 560) - 50 micron polythene (colour: clear)	Pack of 120 liners	10			
Total Cost: Year 1					
Total Cost: Year 2					
Total Cost: Year 3					
Sub-Total (8.6) VAT Excl.)					
Annual Fee Escalation (%)					

Note: The indicated quantities are average quantities based on the current usage. The monthly cost for consumables will be based on actual usage.

Total Bid Price (8.1 + 8.2+ 8.3 + 8.4 + 8.5+ 8.6) (VAT Excl.)	
--	--

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T18/10/16**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide cleaning services to the IDC for the period of 3 Years 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:	
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 / **YES / NO**

trustees / shareholders / members or their spouses conduct 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.]

5.1 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 bidder's management team (please refer to par 5.2.2 of Section 2 of this RFP document):

Name	Position in the organisation	Details of relevant management experience

Table (c) Details of the bidder's proposed on-site supervisory team (please refer to par 5.2.3 of Section 2 of this RFP document):

Name	Position	Role / Duties in this Contract	Relevant Experience – details of similar roles in previous contracts

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.
