



T13/03/19

**REQUEST FOR PROPOSAL FOR THE
PROVISIONING OF PHYSICAL
SECURITY (GUARDING) SERVICES AT
IDC HEAD OFFICE**

**COMPULSORY BRIEFING SESSION WILL
BE HELD AS FOLLOWS:**

DATE : 25 MARCH 2019

TIME : 10h00am

**VENUE: IDC HEAD OFFICE, 19 FREDMAN
DRIVE, SANDTON (TRAINING
ROOM 1 NEXT TO AUDITORIUM)**

**BID CLOSING DATE: WEDNESDAY,
10 APRIL 2019 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:	Mr Brian Dlamini
Telephone Number:	+27 11 269 3181
Email address:	briandl@idc.co.za

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 3 April 2019**.
- 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 Memory stick) in PDF format all bound in a sealed envelope endorsed, **T13/03/19: Request for Proposal for the Provisioning of Physical Security (Guarding) Services**. 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, 10 April 2019**.
- 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 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

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 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. Enterprise and 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 condition, bid validity period, RFP specification, 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 this RFP 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 correctly cover all the work/item(s) specified in the bid response documents and that such rates complies with the prevailing minimum wages for the Private Security Sector under Sectoral Determination 6: Private Security Sector, South Africa as amended by the Department of Labour where relevant; 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 an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance;
 - 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 fails to attend the compulsory briefing session on the stipulated venue, date and time. Including not completing the attendance register made available on the day.
 - 10.1.6 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
 - 10.1.7 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.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on: http://www.dti.gov.za/industrial_development/ip.jsp.

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 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;

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 Directors or Owners and full FICA information as called for under FICA requirements as referenced under Annexure 12 of this RFP document;

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 Annexure 5 of this RFP document (duly completed and signed);

12.3.9 Annexure 6 of this RFP document (duly completed and signed);

12.3.10 Response to Annexure 8: BEE Commitment Plan

12.3.11 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 (12.3.1-12.3.15) must be submitted for each Consortium/JV member or Prime Contractor and Subcontractor(s).

12.3.12 Annexure 9 of this RFP document (duly completed and signed);

- 12.3.13 Annexure 10 of this RFP document (duly completed and signed, **if relevant**);
- 12.3.14 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records. In addition to the above, bidders are also required to complete Annexure 11 - financial due-diligence questionnaire attached herein.
- 12.3.15 Annexure 12 of this RFP document (duly completed and signed);
- 12.3.16 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
 - 12.4.1 Response to Section 3 of this document, in line with the format indicated in this RFP document.
 - 12.4.2 Annexure 7 of this RFP document (duly completed and signed).
- 12.5 Schedule 4: Price Proposal (response to Section 4 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 completeness of responses as called for in this tender read together with the general bid conditions and also the Specific Conditions of Bid, 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 12.3.4 above
 - BEE Status Certification as referenced in 12.3.12 above and the consideration of the Specific Bid Conditions as referenced in Section 2
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 4: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Tax Compliance Requirements
 - Annexure 3: Supply Chain Management Questionnaire
 - Annexure 4: Declaration of Interest
 - Annexure 5: Certificate of Independent Bid Determination
 - Annexure 6: Shareholders' Information/ Group Structure
 - Annexure 7: Bidders Experience & Professional Conduct
 - Annexure 8: BEE Commitment Plan
 - Annexure 9: Disclosure Statement
 - Annexure 10: Local Content Declaration (If Relevant)
 - Annexure 11: Finance Due Diligence Questionnaire
 - Annexure 12: FICA Requirements

Failure to completely submit and comply with the requirements assessed in Phase 1 (compliance), shall 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 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 shall lead to disqualification of bids.

ELEMENT	WEIGHT
BIDDER'S RELEVANT EXPERIENCE AND PROFESSIONAL CONDUCT	40
GUARD MANAGEMENT	15
PROPOSAL IN CASE OF EMERGENCIES	5
DEPLOYMENT PLAN (SITE TAKE OVER)	10
PHYSICAL SITE INSPECTION	30
TOTAL	100%

Note: Bidders who score 49 points out of 70 points (70%) or more (on the paper evaluation for experience, guard management, emergency proposal and deployment plan) in total for the functional/technical requirements, will come into consideration for the physical site inspection. The IDC however reserves the right to shortlist for site inspections only the top five (5) highest scoring technical proposals at IDC's sole discretion.

All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements, including the site inspection, will not be considered for further Price and BEE evaluation.

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: SPECIFIC CONDITIONS OF BID

1. Bid Pre-qualification criteria

- 1.1 In terms of Regulation 4 of the 2017 PPPFA Regulations, the IDC requires that bidders meet the following pre-qualification criteria:
- (a) Bidders must have a minimum B-BBEE contributor status level of 2 or better.
- 1.2 The IDC will only consider a bid if the relevant bidder meets this pre-qualification criterion. Where a bidder fails to meet this pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 3: 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 will lead to the bidder being disqualified.

2. Background Information

The Industrial Development Corporation of South Africa (IDC) is, in view of the nature of its mandate, vision and mission, exposed to security risks, threats and vulnerabilities. These contingencies and vulnerabilities on the premises or offices of the IDC necessitate a security structure responsible for safeguarding of human lives (staff, visitors and service providers), property, IDC assets, personal belongings and information.

The IDC wishes to appoint a capable security company to provide a 24-hour guarding service, 7 days a week, at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton.

3. Scope of Work

The appointed bidder will be required to provide guarding services to the IDC Head Office.

- 3.1 The following duties must be performed by the security officers:
 - Provisioning of 24-hour security service, 7 days a week at the IDC Head Office, 19 Fredman Drive, Sandown, Sandton;
 - Taking over responsibilities of authorized officers in terms of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985);
 - Responsible for access control, guarding of premises, patrolling of premises, escorting of VIPs & service providers, protection of personnel, protection of property, protection of IDC assets and IDC staff's personal belongings, protection of visitors and their personal belongings, protection of information and execute other security functions as required by the Security Services Manager at the IDC;
 - Recording of incidents / events in an occurrence register and report such incidents / events to the IDC personnel responsible for security. Bring any security deficiencies or problems or crime risks to the attention of the Security Services Supervisor and or the Security Services Manager recording such shortcomings in a relevant register i.e. Electronic Occurrence Register (EOR).
 - Enforcing of the IDC security policy (systems and procedures).

- Conducting of after -hour's inspection to identify security risks such as fire at IDC facilities. The inspection shall include checking at and around these areas: workstations, meeting rooms, kitchens, server rooms, storerooms, etc.
- Controlling of locks and keys.
- Monitoring of Close Circuit Television (CCTV) Surveillance System.

3.2 Working hours

The appointed service provider will adhere to the industry hours and the requirements as stipulated in the Labour Relations Act for a 2 x 12-hour shift as follows:

- Day shift : 06:00 – 18:00
- Night shift : 18:00 – 06:00

3.3 Posts and Grades for security officers:

Day Shift Posts Weekdays (Monday to Friday)

Post	Grade	Quantity
Auditorium Entrance	C	1
Auditorium Gate	C	1
Auditorium Parking	C	1
IDC1 Reception Access Control	B	1
Canteen Delivery	B	1
CCTV System Operator	A	3
Control Room Customer Service	B	1
Deputy Site Manager	A+	1
Escorting of service providers	C	1
IDC2 Basement Parking	C	1
IDC2 Top Parking	C	1
IDC2 X-Ray Machine	C	1
Locks & Keys Controller	B	1
IDC1 Basement crèche	C	1
IDC1 Basement Parking (levels 0) Patrols	C	1
IDC1 Basement Parking (levels -1) Patrols	C	1
IDC1 Delivery Door	B	2
Security Front Desk	C	1
Site Manager	A+	1
Visitors Parking	C	1
Total		23

Day Shift during Weekdays, Weekends and Public holidays (12/7 Day Shift only)

Post	Grade	Quantity
IDC1Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Entrance X-Ray Machine	C	1
Deputy Shift Leader	B	1
Escort Service Providers working after hours	C	1
Fredman Drive Gate	C	3
Grayston Drive Gate	C	2
IDC2 Sliding Gate	C	1
IDC2 Reception	B	1
IDC1 Reception Access Control	B	2
IDC1 Reception X-ray Machine	B	1
Shift Leader	A	1
Total		16

Night Shift during Weekdays, Weekends and Public holidays (12/7 Night Shifts only)

Post	Grade	Quantity
IDC1Basement 0 Level X-Ray Machine	C	1
IDC1Basement -1 Level X-Ray Machine	C	1
Canteen Entrance X-Ray Machine	C	1
Deputy Shift Leader	B	1
Escort Service Providers working after hours	C	1
Fredman Drive Gate	C	3
Grayston Drive Gate	C	2
IDC2 Sliding Gate	C	1
IDC2 Reception	B	1
IDC1 Reception Access Control	B	2
IDC1 Reception X-ray Machine	B	1
Shift Leader	A	1
Total		16

Summary of number of Security Officers required for the IDC:

Day Shift Weekdays (Monday to Friday)	Quantity
Grade A+	2
Grade A	3
Grade B	6
Grade C	12
Total	23
Day Shift during Weekdays, Weekends and Public holidays (12/7)	Quantity
Grade A	1
Grade B	5
Grade C	10
Total	16
Night Shift during Weekdays, Weekends and Public holidays (12/7)	Quantity
Grade A	1
Grade B	5
Grade C	10
Total	16
Grand Total	55

Note: The number of security officers indicated above is the reflection of IDC's current requirements. IDC reserves the rights to increase or decrease the number of security officers as and when security requirements change.

BACK UP ARMED RESPONSE

Security officers on site must be unarmed but armed guards should be made available should the need arise. Company to render services at the IDC must have a back-up armed response unit to be used on ad hoc basis.

SECURITY EQUIPMENT

Type	Quantity
Hand held metal detectors	8
Two-way radios (with earpieces for confidentiality and noise reduction for none disturbance to staff)	55
Battery operated/Rechargeable torches	10
Batons	16
Handcuffs	10
Reflector vests	25

Note: All the above equipment must be kept on site (IDC) for the duration of the contract and fully operational at all times. The equipment must be quoted for in the bid proposal. If not quoted, the IDC shall not allow fee/cost adjustment after the award.

3.4 Uniform

All security officers on site must be dressed in the bidder's corporate uniform suitable for all seasons as follows:

- **Winter uniform:** Security officers to be issued with warm clothing e.g. long coats, jerseys, gloves, scarfs etc. to enable them to function comfortably.
- **Summer uniform:** matching trousers and jacket/ blazer, long sleeve shirts, tie, black shoes, socks and pull-over jersey
- **Name tags:** each security officer must be issued with a name tag as part of the uniform.

Note: Uniform must be changed at least twice a year as the season changes or as when it is required. In terms of PSIRA pricing structure, uniform pricing has to be included in the price for each security officer.

3.5 Training

The service provider is responsible for training of security officers for the duration of the contract. The training will entail, and not limited to: refresher courses, CCTV Operations, Fire Marshall & evacuation procedures, First Aid, Event Management, Crowd Management, Communications, Customer Service and Capability to conduct investigations.

NOTE:

- The IDC reserves the right to request proof of training for each security officer as and when required during the duration of the contract.
- Detailed duties/tasks of security officers at each security post will be provided to the successful service provider.
- The service provider will also be expected, on an ad hoc basis, to perform other security functions as required by the IDC. These functions may be expected to be performed outside IDC head office when a need arise.

4. Project Timelines

The appointed service provider(s) will be required to commence with service rendering on the date agreed upon with the IDC for a period of three (3) years. The IDC reserves the right to extend the contract for a period not exceeding 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 PSIRA (REGISTRATION)	Attached	Not attached
<p>The bidder must be registered with PSIRA.</p> <p>The bidder must submit a valid PSIRA certificate and a valid letter of good standing i.e. the submission of a Psira certificate for businesses must be on the new certificate template or format in line with the industry circular issued by PSIRA on 10 March 2015. Failure to submit PSIRA certificates in-line with the PSIRA certificate standard / template / format for security businesses / bidders will result in disqualification of your bid response.</p> <p>Directors of the company also need to provide their Psira certification.</p>		
Substantiate / Comments		

5.1.2 LABOUR RELATIONS ACT (COMPLIANCE)	Attached	Not attached
<p>The bidder must be registered with COIDA, UIF and PSSPF.</p> <p>The bidder must submit letters of good standing with COIDA, UIF and PSSPF – If the bidder is exempted by PSSPF, the bidder must provide an exemption letter from Trustees of the PSSPF and proof of registration with another Fund indicating valid membership.</p>		
Substantiate / Comments		

5.1.3 ICASA CERTIFICATION	Attached	Not attached
<p>The bidder must have a fully operational control room/ Operational Centre with a Base Station for effective communication between the control room and the IDC site on a 24-hours basis. The control room must be manned 24-hours by well-trained security administrative officers.</p> <p>The bidder must submit a valid ICASA certificate for the base station (communication system).</p> <p>Note: the certificate must be in the bidder's name. In case this service is outsourced, the bidder must attach the documentation confirming the JV or Subcontracting arrangement.</p>		
Substantiate / Comment		
5.1.4 CONTRACT MANAGEMENT	Comply	Not Comply
<p>The bidder must attend monthly management meetings with IDC representatives to assist in the managing of this contract.</p> <p>Note: The company representative must be on a senior management level (e.g. Area Manager/ Regional Manager/ Operational Manager/ Director Operations).</p>		
Substantiate / Comments		

5.1.5 INFORMATION MANAGEMENT	Comply	Not Comply
<p>All information pertaining to this service at the IDC offices shall remain and kept for IDC use only in compliance with the POPI Act and other relevant regulations. The bidder must provide a plan on how to ensure compliance with POPI Act.</p> <p>Note: Furthermore the bidder will be required to sign a declaration with the IDC.</p>		
Substantiate / Comments		

5.1.6 KEY REQUIREMENTS TO RENDER SECURITY SERVICES		Comply	Not Comply
5.1.6.1	The bidder must ensure that security officers deployed at IDC have valid PSIRA certificates in-line with the new certificate as per industry circular issued by PSIRA on 10 March 2015.		

5.1.6 KEY REQUIREMENTS TO RENDER SECURITY SERVICES		Comply	Not Comply
5.1.6.2	<p>The bidder must meet all the requirements of the Private Security Industry Regulation Act (PSIRA), Act 56 of 2001 that include compliant to Psira remuneration structure and benefits (e.g. Provident fund, annual statutory bonus etc.). All security personnel to be deployed at the IDC must be well trained. The IDC reserve the right to verify the PSIRA grading qualifications, salaries of security personnel and check their criminal records status with the relevant authorities.</p> <p>Failure to comply with the above may lead to disqualification of the bidder.</p>		
5.1.6.3	The bidder must ensure that security officers deployed at IDC have received training on fire fighting and security related programmes to be conducted regularly. Each training must be in accordance with SASSETA requirement.		
5.1.6.4	The bidder must ensure that the Security Site Manager, Deputy Site Manager and Shift Leaders are computer literate.		
5.1.6.5	The bidder must ensure that criminal record checks will be done on security officers deployed at the IDC and company directors at least twice in a year by the SAPS; proof to be provided and kept on site file. If found to be involved in criminal activities, the security officer will not be allowed to work at the IDC.		
5.1.6.6	The bidder must ensure that a site file with all security officers' documentation is kept at the IDC office for the duration of the contract.		
5.1.6.7	Security Officers should have a good understanding of the English language. Each security officer must be issued with pocket books.		
5.1.6.8	Security Officers must practice professionalism when on duty at the IDC and adhere to the IDC Security Policy, Systems and Procedures. Security officers must always treat IDC staff, IDC partners, visitors and every person on the IDC premises with respect. The IDC representatives will instruct the company to remove ill-disciplined security officers from the IDC premises and will never be allowed to return IDC.		
5.1.6.9	The company and security officers must, during the duration of the contract, always respect the Rules, Laws, Regulations and Constitution of South Africa.		
5.1.6.10	Security officers to work with the CCTV system must have the relevant skills, knowledge and expertise to monitor and analyze the CCTV Surveillance System. Proof of training may be requested.		

5.1.6 KEY REQUIREMENTS TO RENDER SECURITY SERVICES		Comply	Not Comply
5.1.6.11	All Grade C security officers must be capable to operate and analyze X-RAY scanner machines. Proof of training may be requested.		
5.1.6.12	Security officers must be transported in a clearly marked bus with a company logo when reporting on and off duty at the IDC. This vehicle must be fully serviced as per manufacturer's standard. The IDC shall reserve the right to request proof of maintenance service. No security officer will be transported in any means of transport except the passenger transport vehicle for the duration of the contract.		
5.1.6.13	Security officers must attend a parade at the beginning of each shift.		
5.1.6.14	The bidder must ensure that PSIRA compliance audit on the company shall be conducted at least once in twelve months by PSIRA Inspectors. It is the company's obligation to invite PSIRA for such inspections and submit audit reports to the IDC.		
5.1.6.15	The bidder must ensure that it has taken out sufficient public liability insurance of R 5 000 000 or more to cover any negligence and/or damages whilst they provide the service to the IDC. IDC reserves the right to be provided by proof of such insurance cover.		
5.1.6.16	The bidder to render services at IDC must provide a health and safety plan, Disciplinary Code/Policy and company code of conduct and ensure adherence by all security officers		
5.1.6.17	The bidder to render services at IDC must provide a backup communication system to be used during emergency for direct contact with the base station (it could be in the form of cell phones, radios etc.).		
5.1.6.18	The bidder must ensure effective communication between the company's control room and the IDC security control room must be enforced to ensure smooth operations. Records to this effect must be made in the occurrence books kept at both control rooms. Such records will be checked on a regular basis.		
5.1.6.19	The IDC will conduct security screening on each company director/owners of the bidder. The bidder will be expected to comply with the requirement of the State Security Agency (SSA) for the security screening process. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/report.		

5.1.6 KEY REQUIREMENTS TO RENDER SECURITY SERVICES		Comply	Not Comply
5.1.6.20	The site manager must always be available to attend security meetings with the SAPS Security Cluster in Sandton (transportation must be provided by the bidder).		

5.1.7 SERVICE LEVEL AGREEMENT		Comply	Not Comply
The bidder will be required to enter into a Service Level Agreement (SLA) with the IDC. Such SLA will also include penalties associated with the service provider's failure to provide the required service accordingly.			
Substantiate / Comments			

5.2 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.

5.2.1 CORPORATE SECURITY EXPERIENCE AND PROFESSIONAL CONDUCT OF BIDDER	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in rendering security services at a Corporate Office similar to the IDC Head Office within the past six (6) years.</p> <p>The bidder must provide three (3) relevant contactable references for organisations where the bidder has rendered similar security services. All 3 references must be for Corporate Head offices where at least 1 must be an existing contract. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided. Note – the IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 6 years as part of this requirement over and above the references put forward by the bidder in its response to this requirement.</p> <p>Bidder must provide three reference letters by 3 of its corporate clients where similar services are or have been rendered.</p>			
Substantiate / Comments			

5.2.2 Guard management	Comply	Partially Comply	Not Comply
<p>The bidder must ensure that management of guards is done in a manner that complies with PSIRA standards and within good governance practice relating to timeous payment of guard salaries aligned with their own HR policies.</p> <p>Bidders must indicate payment date of staff salaries and must share relevant HR policies regulating guard services.</p>			
Substantiate / Comments			

5.2.3 Proposed response/ reaction plan in case of emergencies	Comply	Partially Comply	Not Comply
The bidder must provide a proposed plan on how to effectively respond in case of emergencies e.g. response in case of unrest situations or picketing.			
Substantiate / Comments			

5.2.4 Deployment plan (Site take over)	Comply	Partially Comply	Not Comply
<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"> • Recruitment strategy • Readiness (logistics, tools, uniform, etc.) to take over site as from 01 July 2019. • Site orientation • Time frame required to take over a site 			
Substantiate / Comments			

5.2.4 SITE INSPECTION

IDC will be conducting a site inspection at the shortlisted bidder's head office, security control room and one reference site (corporate offices). The site inspection will include amongst others the following:

No	Site Inspection
Site visit to bidder's Head office	
1	Management of company <ul style="list-style-type: none"> • Register of staff • Basic representation of the company and office walkthrough. • Existence of employees with the company
2	Other operational facilities <ul style="list-style-type: none"> • Uniform stored • Arm response • Fleet of cars to transport guards to sites etc.
Bidder's control room	

No	Site Inspection
3	Control Room <ul style="list-style-type: none"> • Identification of Security officers on Site • Base station • Security on site at the room • Incidence register • Occurrence book with records for both client and control room • 24 hours shift register
4	Control room Communication <ul style="list-style-type: none"> • Test Communication between control room and on client. • Backup communication e.g. cellphone and radios
Site Check at a reference site	
5	Security Officers <ul style="list-style-type: none"> • Staff at hand are they in uniform e.g. Corporate Uniform • Identification of Security officers on Site
6	Security Equipment <ul style="list-style-type: none"> • Radios • Batons • Handcuffs etc.
7	Security documents <ul style="list-style-type: none"> • Register for visitors • Site file • Incident report/ register
8	Control Room <ul style="list-style-type: none"> • Base station • Communication test from the control room to the bidder site
Reference checks/ testimony by client	
9	Skills of the resources used to render security services to you
10	Quality of service
11	Professionalism of the service provider rendering the service and Guard Management
12	Response Time
13	Incident Reporting
14	How likely will you employ the company in future should you require similar services?

SECTION 4: PRICE PROPOSAL

SECTION 4: Price Proposal

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

2 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.

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

4

Is the proposed bid price linked to the exchange rate?	Yes	No
If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:		

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
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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

Prices must be in line with latest Psira pricing structure of November 2018.

NB! Please note that quoted prices are for current Psira pricing structure and will be adjusted again in September 2019 according to latest approval by sectoral determination 6.

8.1 Table A: Labour

Security Grade	Quantity	Monthly Service Fee per security (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Day Shift Weekdays				
(Monday to Friday)				
Grade A+	2			
Grade A	3			
Grade B	6			
Grade C	12			
Day Shifts 12/7				

Security Grade	Quantity	Monthly Service Fee per security (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Grade A	1			
Grade B	5			
Grade C	10			
Night Shifts 12/7				
Grade A	1			
Grade B	5			
Grade C	10			
Total Service Fees: Year 1				
Total Service Fees: Year 2				
Total Service Fees: Year 3				
Total Service Fees: Year 4 (Optional at IDC's discretion)				
Total Service Fees: Year 5 (Optional at IDC's discretion)				
Sub-Total (A) (VAT Excl.)				
Escalation percentage				

Note: The Security fee must be inclusive of all costs associated with rendering the service i.e. officers' salary (incl. public holiday rates etc.), relievers, Provident Fund, UIF, training, transport, uniform, shift allowance and all relevant guidelines as provided by PSIRA etc.

8.2. Table B: Ad hoc armed response

Armed Response	Quantity	Unit price per security officer per day (VAT Excl.)	Total fee (VAT Excl.) per day
Response/crowd control members	20		
Crowd control equipment:			
Riot Shield	20		
Baton	20		
Helmet with Visor	20		
Body Protector	20		
Face Protection Shield	20		
Armoured vehicle (Light duty Vehicle (LDV) bakkie)	5		
Total Rental Fees per Incident per Day			

8.3. Table C: Security Equipment

Type	Quantity	Rental Fee per item (VAT Excl.)	Total Monthly fee (VAT Excl.)
Staff bus (30 seater) (transportation of guards from the site to JHB CBD)	1		
Hand held metal detectors	8		
Two-way radios with earpieces	55		
Battery operated/Rechargeable torches	10		
Batons	16		
Handcuffs	10		
Reflector vests	25		
Total Rental Fees: Year 1			
Total Rental Fees: Year 2			
Total Rental Fees: Year 3			
Total Rental Fees: Year 4 (Optional at IDC's discretion)			
Total Rental Fees: Year 5 (Optional at IDC's discretion)			
Sub-Total (B) (VAT Excl.)			
Escalation percentage			

8.3 Table D (Total bid Price)

Sub-total (A+B+C) VAT Excl.	
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Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T13/03/19**, the General Conditions, and all other Annexures to the RFP Document, we offer Provisioning of Physical Security (Guarding) Services to the IDC 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 for a period of 5 years, which includes the option years (year 4 and year 5) which will be exercised at the IDC's sole discretion. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT and other regulatory changes as determined under Sectoral Determination 6: Private Security Sector, South Africa as amended by the Department of Labour where relevant, 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 5: 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: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: 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 4: 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 5: Certificate of Independent Bid Determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

6.3 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

Annexure 8: 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 9: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 6 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 10: Local Content Declaration (If Relevant)

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on:

http://www.dti.gov.za/industrial_development/ip.jsp.

Is Local Content relevant in terms of any aspect of your proposal: (Yes / No): _____

If Yes: please indicate the relevancy and how your solution complies with the minimum threshold values by completing the below Declaration form:

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

2. General Conditions

- 2.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 2.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

- 2.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

3. Definitions

3.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

3.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

3.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 3.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 3.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 3.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 3.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 3.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 3.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

4. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

- 6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder
 entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure 11: Financial Due Diligence Questionnaire

1. How many clients does the bidder currently service for similar security services as called for under this tender?
2. Provide a list of your clients in the below table:

Item No.	Name of Client	Contract Start date	Contract Expiry	Contract Value (Excl. 15% VAT)	Payment Date	No. of Guards deployed at the Client
1						
2						
3						

Please add extra page if more space is needed.

2.1 Which dates are you usually paid by your clients listed above? (populate dates on the table above)

3. Have any of your clients above ever defaulted on payments due to you for the services rendered?

a. If yes, complete the table below by indicating how often and provide reasons for this occurring?:

No.	Name of client	No. of defaults	Reason/s for defaulting
1			
2			

3			
---	--	--	--

Please add extra page if more space is needed.

4. Should any of the above clients default on payments due to you, (i.e. by a month or even longer) will your business still have the capacity to cover its operating expenses? What financial provision / buffer do you have to mitigate against this possible risk?
5. Does your business have resumption/fall back plans or contingencies in place?
6. Does your business have banking facilities i.e. overdrafts or credit facility available?
7. If the above is **YES**, please provide confirmation on available financial facilities which you can access in the event of any shortfalls due to non-payment by any of your major clients?
8. Does your business have a business account or do you use a personal account?
9. Which day of the month do you pay your employees (security guards)?
10. Have you ever defaulted in paying your employees on-time and/or have you ever paid your employees (security guards) outside the 7 days' grace period in terms of Section 32(3) of the Basic Conditions of Employment Act? What were the reasons
 - 10.1 If yes, indicate reasons for late payment
 - 10.2 Indicate steps taken to avoid this from recurring.
11. In the event that you happen to default paying your employees (security guards) on-time how will you manage this process to avoid service disruptions to your clients?
12. The timeous payment of security guards at the IDC site is of importance to the IDC as this may raise reputational and security risks to the IDC if guards are not paid on-time. The IDC is therefore committed to timeously pay all its appointed contractors. In view of this, how will you ensure that guards posted at the IDC site will be paid timeously should you be the successful bidder?

Annexure 12: FICA Requirements

Please note: all documentation submitted needs to be original or originally certified and no certified copies of copies are accepted.

BIDDERS COMPANY NAME _____

Please Tick Relevant Type of Entity and Complete the Relevant Section for your Entity.

Legal Persons (Other than a Company, CC Or Foreign Company) e.g. Municipalities, Agencies, Cooperatives.....

Listed Company (SA and Foreign).....

Natural Person (Sole Traders).....

Partnerships.....

Trusts.....

Unlisted Companies (SA and Foreign).....

Close Corporation.....

LEGAL PERSONS (OTHER THAN A COMPANY, CC OR FOREIGN COMPANY) e.g. Agencies, Cooperatives

Documents necessary to verify identity of a Legal Person	<input type="checkbox"/> Constitution documents of the legal person
	<input type="checkbox"/> Council Resolution

LISTED COMPANY (SA AND FOREIGN)

Document necessary to verify identity of listed company, Registered name, registration number and address from which company operates	<input type="checkbox"/> Confirmation of listing e.g. Website documents obtained from a website link/Bloomberg printout
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NATURAL PERSON (SOLE TRADERS)

Documents necessary to verify identity of South African or Foreign Individual	<input type="checkbox"/> Copy of South African barcoded identity document OR
	<input type="checkbox"/> Copy of a valid passport

PARTNERSHIPS

Documents necessary to verify identity of the Partnership	<input type="checkbox"/> Document by which partnership is founded (partnership agreement)
-----------------------------------------------------------	-------------------------------------------------------------------------------------------

TRUSTS

Documents necessary to verify the Identity of a Trust	<input type="checkbox"/> Copy of trust deed or other founding document by which trust is created
	<input type="checkbox"/> Letters of authority (as issued by the Master of the High Court)
	<input type="checkbox"/> Personal details of each Trustee, each Beneficiary, the Founder and the person authorised to act on behalf of the Trust

UNLISTED COMPANIES (SA AND FOREIGN)

<p>Documents necessary to verify the Identity of a SA unlisted company</p>	<p><input type="checkbox"/> Copy of CM1/ CoR15.1/CoR 15.1/CoR14.1/CoR 14.3 (certificate of incorporation/registration certificate)</p> <p><input type="checkbox"/> Copy of CM9/CoR 15.2 (certificate of name change) (if applicable)</p> <p><input type="checkbox"/> Copy of CM22/CoR 21/CoR39 (certificate of registered address) and/OR</p> <p><input type="checkbox"/> Copy of CM29/ CoR39 (list of directors) (if not listed on the CM22); OR</p> <p><input type="checkbox"/> CIPC (certificate of confirmation) printouts of the CM documents</p>
<p>Identity of foreign unlisted company</p>	<p><input type="checkbox"/> Official documentation issued by foreign country</p>
<p>Identity of all shareholders holding 25% or more of the voting rights</p>	<p><input type="checkbox"/> Complete Annexure A (herewith) for each shareholder holding more than 25% and above and include supporting documentation</p>
<p>Identity of all shareholders holding less than 25% voting rights</p>	<p><input type="checkbox"/> Complete annexure A for each shareholder with less than 25% shareholding. No supporting documentation required.</p>

CLOSE CORPORATION

<p>Documents necessary to verify identity of Close Corporation</p>	<p><input type="checkbox"/> Copy of CK1/CoR15.1A/CoR 15.1B (certificate of registration) OR</p> <p><input type="checkbox"/> Copy of CK2 and/or CK2A/ CoR 9.4 (relevant if any changes were made to the CK1) OR</p> <p><input type="checkbox"/> CIPC (certificate of confirmation) printout of the above CK documents</p>
--------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Compulsory Documents

Physical address of entity	<input type="checkbox"/> Copy of utility bill/rates and taxes (not more than 3 months old) OR <input type="checkbox"/> Copy of lease or rental agreement reflecting start and end date of lease OR <input type="checkbox"/> Affidavit confirming proof of address OR <input type="checkbox"/> Copy of Telkom account or any other account (not more than 3 months old) OR <input type="checkbox"/> Copy of signed letterhead
Physical address of the entity representative	<input type="checkbox"/> Copy of utility bill/rates and taxes (not more than 3 months old) OR <input type="checkbox"/> Copy of lease or rental agreement reflecting start and end date of lease OR <input type="checkbox"/> Affidavit confirming proof of address OR <input type="checkbox"/> Copy of Telkom account or any other account (not more than 3 months old) OR <input type="checkbox"/> Copy of signed letterhead
Proof of Authority to act on behalf of the entity	<input type="checkbox"/> Attach a board resolution appointing the authorised person OR <input type="checkbox"/> Affidavit confirming appointment of the authorised person OR <input type="checkbox"/> Power of Attorney, Magistrate Court order authorising the 3 rd party to conduct business on behalf of another person (for Legal Person)
Identity of the entity representative	<input type="checkbox"/> Complete annexure A and include supporting documents
Income Tax document	<input type="checkbox"/> Documents issued by the South African Revenue Service not older than 12 months
VAT document	<input type="checkbox"/> Documents issued by the South African Revenue Service not older than 12 months

FICA Supporting documentation required

To Verify details of: Authorised representatives and Members/ Shareholders	To verify identity: If South African: <input type="checkbox"/> copy of SA barcoded ID or <input type="checkbox"/> copy of SA passport <input type="checkbox"/> copy of utility bill If foreign: <input type="checkbox"/> copy of passport <input type="checkbox"/> copy of utility bill
Entities	<input type="checkbox"/> copy of relevant registration documents NB: INCLUDE GROUP STRUCTURE

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder