



**T43/09/19**

**APPOINTMENT OF EXTERNAL  
AUDITORS FOR THE IDC**

**BID CLOSING DATE: MONDAY,  
30 SEPTEMBER 2019 AT 12:00 NOON**

TABLE OF CONTENTS

<b>SECTION 1: GENERAL CONDITIONS OF BID</b>	<b>4</b>
1. Proprietary Information	5
2. Enquiries	5
3. Bid Validity Period	5
4. Instructions on submission of Bids	5
5. Preparation of Bid Response	6
6. Supplier Performance Management	6
7. Enterprise and Supplier Development	6
8. IDC's Rights	7
9. Undertakings by the Bidder	7
10. Reasons for disqualification	8
11. Local Production and Content	8
12. Response Format (Returnable Schedules)	9
13. Evaluation Criteria and Weightings	11
14. Promotion of Emerging Black owned Service Providers	12
<b>SECTION 2: SPECIFIC CONDITIONS OF BID</b>	<b>13</b>
1. Bid Pre-qualification criteria	14
<b>SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION</b>	<b>15</b>
1. Special instructions to bidders	16
2. Background Information	16
3. Objectives of the audit	17
4. Scope of Work	17
5. Deliverables	19
6. Term of Engagement	19
7. Technical Evaluation Criteria	20
8. Schedule 1: Additional information pertaining to IDC's Major subsidiary - Foskor (Pty) Ltd	25
9. Schedule 2: Additional information pertaining to IDC's Major subsidiary – SEFA (SOC) Limited	26
10. Schedule 3: Additional information pertaining to IDC's Major subsidiary – Grinding Media (Pty) Ltd	27
11. Schedule 4: Additional information pertaining to IDC's Major subsidiary – Cast Products (Pty) Ltd	28
<b>SECTION 4: COST PROPOSAL</b>	<b>29</b>

<b>SECTION 5: ANNEXURES</b>	<b>36</b>
<b>Annexure 1: Acceptance of Bid Conditions and Bidder's Details</b>	<b>37</b>
<b>Annexure 2: Tax Compliance Requirements</b>	<b>40</b>
<b>Annexure 3: Supply chain management practices questionnaire</b>	<b>41</b>
<b>Annexure 4: Declaration of Interest</b>	<b>43</b>
<b>Annexure 5: Certificate of Independent Bid Determination</b>	<b>47</b>
<b>Annexure 6: Shareholders and Directors Information</b>	<b>50</b>
<b>Annexure 7: Response Format for Section 3</b>	<b>52</b>
<b>Annexure 8: BEE Commitment Plan</b>	<b>54</b>
<b>Annexure 9: Disclosure Statement</b>	<b>55</b>
<b>Annexure 10: Local Content Declaration (If Relevant)</b>	<b>56</b>
<b>Annexure 11: Declaration of Business Dealings with the IDC</b>	<b>60</b>

**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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

## 2. Enquiries

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

Name:	<u>Ms Mmanthudi Mosupyoe</u>
Telephone Number:	<u>+27 11 269 3709</u>
Email address:	<u><a href="mailto:mmanthudim@idc.co.za">mmanthudim@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 18 September 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](http://www.idc.co.za)) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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

## 4. Instructions on submission of Bids

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- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T43/09/19: Appointment of External Auditors for the IDC**. 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 **Monday, 30 September 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

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

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

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 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

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

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid 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. The IDC reserves the right to consider and assess any information and to disqualify a bidder at its sole discretion from further evaluation if any perceived-, actual-, or potential conflict is identified. These checks also include any other business dealings which the bidder and / or its directors and / or its shareholders may have with the IDC or any of its subsidiaries.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors in-line with the requirement of this tender.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder 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 cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit 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 do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
- 10.1.6 bidders who fail to comply with FICA requirements

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

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

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](http://www.dti.gov.za/industrial_development/ip.jsp).



## 12. Response Format (Returnable Schedules)

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

**12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**12.2 Schedule 1:**

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

**12.3 Schedule 2**

12.3.1 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 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 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 Annexure 7 of this RFP document (duly completed and signed);

12.3.11 Response to Annexure 8: BEE Commitment Plan

12.3.12 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. 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), all documents (12.3.1 to 12.3.17, were relevant) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

12.3.13 Annexure 9 of this RFP document (duly completed and signed, **if relevant**);

12.3.14 Annexure 10 of this RFP document (duly completed and signed, **if relevant**);

12.3.15 Annexure 11 of this RFP document (duly completed and signed);

12.3.16 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.

- 12.3.17 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

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Bids shall be evaluated in terms of the following process:

**13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions 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 in 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 & Project Team
  - Annexure 8: BEE Commitment Plan
  - Annexure 9: Disclosure Statement
  - Annexure 10: Local Content Declaration (If Relevant)
  - Annexure 11: Declaration of Business Dealings with the IDC

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

### 13.2 Phase 2: Technical/ Functionality Evaluation

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

#### 13.2.1 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

<b>ELEMENT</b>	<b>WEIGHT</b>
Bidder's Governance Structures	30
Public Sector Experience	20
Experience, Skills and Qualifications of the key personnel of the audit Team	20
Bidder's Proposed Methodology	30
<b>TOTAL</b>	<b>100%</b>

**All bids that fail to achieve the minimum overall qualifying score of 70% on 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:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

## 14. Promotion of Emerging Black owned Service Providers

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

## **SECTION 2: SPECIFIC CONDITIONS OF BID**

## 1. Bid Pre-qualification criteria

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1.1 In terms of Regulation 4 of the 2017 PPPFA Regulations, the IDC requires that bidders meet the following pre-qualification criteria:

1.1.1 That bidders tendering for the category of Mid-Tier Audit Firm Category, must meet the following pre-qualification criteria:

- (a) Bidders must have a minimum B-BBEE contributor status level of 3.
- (b) Bidders must subcontract a minimum of 50% to an Emerging Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% black owned, if the Bidder is not at least 51% black owned.

1.1.2 That bidders tendering for the category of Top Tier Audit Firm Category, must meet the following pre-qualification criteria:

- (a) Bidders must have a minimum B-BBEE contributor status level of 3.
- (b) Bidders must subcontract a minimum of 33.33% to an Emerging Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% black owned, if the Bidder is not at least 51% black owned.

**The IDC will only consider a bid if the relevant bidder meets the applicable pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered as an unacceptable bid, and will be disqualified from further evaluation.**

### Audit Firm Category Definitions as per IDC tender document

Mid-Tier Audit Firm: Is defined for purposes of this tender as a medium sized audit firm with a national footprint which may / may not form part of a global network of audit firms and does not need to trade under the same brand or trading name on a global basis.

Top Tier Audit Firm: Is defined for purposes of this tender as a large audit firm with an international footprint trading under the same trading / brand name on a global basis.

**SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

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### 1. Special instructions to bidders

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

### 2. Background Information

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Established in 1940, the Industrial Development Corporation of South Africa Limited (“IDC”) is a national development finance institution set up to promote economic growth and industrial development. IDC is owned by the South African government under the supervision of the Economic Development Department.

According to section 25(1) (b) of the Public Audit Act, 2004 (Act No. 25 of 2004) (“Public Audit Act”), the audit of the IDC is conducted by independent auditors in public practice. The appointed external auditors have a responsibility to perform specific procedures in terms of the Public Audit Act and make necessary submissions to the Auditor-General as specified in the Act.

The audit of IDC is currently conducted jointly by two external auditors. The appointment of external auditors for the IDC is up for tender.

**IDC intends to appoint two successful bidders as its External Auditors for the 2019/2020 financial year. The 2 appointed successful bidders will be required to conduct the audit jointly where 60% of the IDC audit work is to be allocated to a Top Tier Audit Firm and the remaining 40% to a Mid-Tier Audit Firm. In its efforts to promote inclusive development and participation of small black owned audit firms on this tender, the IDC will, appoint one external audit firm for each of the following 2 audit firm categories, for its External Auditor requirement under this tender:**

Audit Firm Category	Pre-qualification criteria
<u>Mid-Tier Audit Firm:</u> Is defined for purposes of this tender as a medium sized audit firm with a national footprint which may / may not form part of a global network of audit firms and does not need to trade under the same brand or trading	<ul style="list-style-type: none"><li>• Minimum BEE Level 3</li><li>• Must sub-contract a minimum of 50% of their allocated portion to an EME or QSE which is at least 51% black owned, if the bidder is not at least 51% black owned</li></ul>



name on a global basis.	
<u>Top Tier Audit Firm</u> : Is defined for purposes of this tender as a large audit firm with an international footprint trading under the same trading / brand name on a global basis.	<ul style="list-style-type: none"> <li>• Minimum BEE Level 3</li> <li>• Must sub-contract a minimum of 33.33% of their allocated portion to an EME or QSE which is at least 51% black owned</li> </ul>

**Note: Refer to Specific Conditions of Bid for more details of the pre-qualification criteria**

**Bidders must clearly indicate in the table below, the Audit Firm Category for which it is tendering for and must substantiate the basis for this indication.**

<b>Audit Firm Category</b>	<b>Bidder's Indicated Category - (Please tick (✓))</b>	<b>Substantiation</b>
Mid-Tier Audit Firm		
Top Tier Audit Firm		

### **3. Objectives of the audit**

The objective of the audit is to provide an independent audit opinion of the accounts, financial statements and annual financial reports of the IDC and the group for the financial year covered by the audit appointment. The external auditor must adhere to and meet all statutory requirements of the Public Audit Act, the International Auditing Standards (ISA), and such requirements as may be set by the Auditor-General (SA) (AGSA).

### **4. Scope of Work**

4.1 The audit of the IDC, the group and administered subsidiaries has in the past been divided equally between the joint auditors, however the intention of this tender is to allocate 60% of the IDC work to the Top Tier Audit firm and 40% to the Mid-Tier Audit firm. The minimum sub-contracting provisions as specified in this tender is however required to ensure the promotion of transformation objectives under this tender.

4.2 The scope of the FULL audit comprises the sections detailed below:

- Audit of IDC
- Audit of administered subsidiaries (listed in 4.3 below)
- Audit of the IDC group consolidation
- Audit of performance information, legal and other matters as required by the AG (Auditor-General)
- Review and clearance of pack to National Treasury
- Review of Integrated Reporting

#### 4.3 List of current administered subsidiaries:

<b><u>Subsidiary</u></b>	<b><u>Nature</u></b>
<i>Findevco (Pty) Ltd</i>	<i>Financing</i>
<i>Dymson Nominee (Pty) Ltd</i>	<i>Property</i>
<i>Ermani Investments (Pty) Ltd</i>	<i>Investment</i>
<i>Kindoc Air Charter Partnership</i>	<i>Property</i>
<i>Kindoc Airways (Pty) Ltd</i>	<i>Investment</i>
<i>Kindoc Eiendomme (Pty) Ltd</i>	<i>Dormant</i>
<i>Kindoc Finansiering (Pty) Ltd</i>	<i>Property</i>
<i>Kindoc Nominees (Pty) Ltd</i>	<i>Administrative</i>
<i>Kindoc Sandton Properties (Pty) Ltd</i>	<i>Property</i>
<i>Saldok (Pty) Ltd</i>	<i>Property</i>
<i>Alzira (Pty) Ltd</i>	<i>Property</i>
<i>Atlantis Business Park (Pty) Ltd</i>	<i>Property</i>
<i>Khomanani Equity Fund (Pty) Ltd</i>	<i>Dormant</i>
<i>Kindoc Investments Ltd</i>	<i>Investment</i>
<i>Konbel (Pty) Ltd</i>	<i>Administrative</i>
<i>Konoil (Pty) Ltd</i>	<i>Investment</i>
<i>Arengo (Pty) Ltd</i>	<i>Property</i>
<i>African Chrome (Pty) Ltd</i>	<i>Property</i>
<i>Impofin (Pty) Ltd</i>	<i>Dormant</i>

**Note: The allocation of work between the two appointed vendors will be done in a manner to achieve the objectives of this tender and on the basis of a 60/40 work allocation split provided that the transformation objectives as specified in this tender is achieved and subject to the IDC's final approval.**

4.4 The appointed External Auditors will be required to perform audit functions in terms of the Public Audit Act, as well as the following:

- provide an audit opinion in accordance with the Industrial Development Corporation Act and the Public Finance and Management Act No. 1 of 1999 ("PFMA"); and
- in accordance with the directives of the Auditor-General, report on performance against predetermined objectives, non-compliance with laws and regulations and internal control and the report thereon to comply with the guidance and guidelines of the Auditor-General.

4.5 The appointed External Auditors will also be required to:

- Carry out such work as is necessary to form an opinion as to whether the company annual financial statements and group annual financial statements fairly present the financial position, financial performance and cash flows for the company and group respectively, in accordance with IFRS and the PFMA;
- Determine their scope, methodology and approach as per the AGSA guidelines and legislative requirements (i.e. Public Audit Act);
- Communicate audit findings and make recommendations to management;
- Provide a final report with management responses on corrective actions and the presentation thereof to the Audit Committee, where necessary; and
- Review the financials in the annual report prior to publishing.

4.6 The appointed External Auditors will be required to adhere to the following during the different phases of the annual audit:

- Submit detailed Audit Planning Memorandum;
- Submit detailed budget in line with the Audit Planning Memorandum;
- Draft and issue audit reports upon completion of audit assignments;
- Attend Audit Committee meetings; and any other relevant meetings as required
- Present External Audit Report to the Audit Committee.

**Note: The latest IDC audited financial statements are available on the IDC website in order to help understand the scope of the IDC audit.**

**4.7 The IDC reserves the right to recommend the successful bidder/s for appointment as Group Auditors to any of its major subsidiaries i.e. Foskor (Pty) Ltd, Grinding Media (Pty) Ltd, Cast Products (Pty) Ltd and Small Enterprise Finance Agency SOC Ltd subject to the adherence of due governance processes. Refer to the relevant Schedules, Schedules 1 to 4 hereunder, for further details on these major subsidiaries to ensure that comprehensive technical – and cost proposals are provided.**

## **5. Deliverables**

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The following deliverables are required at the end of each audit:

- Final report with management responses on corrective actions and the presentation thereof to the Audit Committee.
- Sign off of the final National Treasury Template.
- Review of the Integrated Report prior to publishing.

## **6. Term of Engagement**

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IDC seeks to appoint two external auditors for the 2019/2020 financial year. However, the IDC reserves the right to extend the period of appointment of its external auditors for a longer term but not exceeding five years subject to approval by the shareholder and in consultation with the Auditor-General.

**7. Technical Evaluation Criteria**

**7.1 Mandatory Technical Requirements**

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

7.1.1 IRBA REGISTRATION	Comply	Not Comply
<p>The bidder and each of the partners proposed to work on the IDC must be registered and in good standing with the Independent Regulatory Board for Auditors (IRBA).</p> <p><b>The bidder must attach as part of this proposal documentary proof of their regulatory registration and must also provide IRBA certification for each of the partners proposed to work on the IDC audit including the lead audit partner/s.</b></p>		
<p><b>Substantiate / Comments</b></p>		

7.1.2 JSE ACCREDITED AUDITORS	Comply	Not Comply
<p>The bidder and/ or any of its partners subcontractors, Joint Ventures partners etc. must be JSE accredited in line with the JSE Debt Listing requirements as it pertains to auditors (both individual auditors and / or audit firms)</p> <p><b>The bidders must attach as part of this proposal documentary proof of their JSE accreditation status as endorsed by the JSE.</b></p>		
<p><b>Substantiate / Comments</b></p>		

7.1.3 CONFLICT OF INTEREST	Comply	Not Comply
<p>The bidder is required to certify that they are independent of IDC and its major subsidiaries, and that nothing has transpired that would compromise their independence during the conduct of the audit as required by the Public Audit Act. The bidder will be required to complete the IDC’s declaration template <b>attached hereto as Annexure 11</b> which will include provisions of any business transactions which the bidder and / or its directors and /or its shareholders may have with the IDC. The IDC will assess responses submitted and reserves the right to disqualify bidders based on the IDC’s assessment concerning the conflict of interest.</p>		
<p><b>Substantiate / Comments</b></p>		

7.1.4 NON-AUDIT SERVICES	Comply	Not Comply
<p>The IDC auditors are prohibited from performing non-audit services for the IDC and its major subsidiaries* where the IDC and / or its major subsidiaries is / are the client/s of such non-audit services.</p> <p>The bidder is thus required to certify that they do not intend to perform non-audit services for IDC and its major subsidiaries. Where non-audit services are currently being performed, the bidder should give details about the contracts and confirm that they do not intend to perform future non-audit work, after completion of current contracts.</p> <p>* Foskor (Pty) Ltd, Small Enterprise Finance Agency (sefa) SOC Ltd, Grinding Media (Pty) Ltd and Cast Products (Pty) Ltd.</p>		
<b>Substantiate / Comments</b>		

7.1.5 FUNCTIONAL EXPERTS/ SPECIALISTS	Comply	Not Comply
<p>The bidder must have capacity to provide the following Functional audit expertise: IT Audit, Corporate Tax, Technical Accounting and Sustainability Services / Integrated Reporting.</p> <p>The bidder must provide a company profile detailing the bidder's capacity to provide the Functional expertise.</p>		
<b>Substantiate / Comments</b>		

7.1.6 FINANCIAL SERVICES INDUSTRY EXPERIENCE	Comply	Not Comply
<p>The bidder must demonstrate experience in providing external audit services within the financial services industry using IFRS standards, including IFRS 9.</p> <p>The bidder must provide minimum of three (3) contactable references of relevant audits done in the past 5 (five) years. At least one of the references provided must be for IFRS 9 standards.</p>		
<b>Substantiate / Comments</b>		

7.1.7 CRITICAL TIMELINES FOR IDC GROUP (INCLUDING THE REFERENCED 4 MAJOR SUBSIDIARIES)	Comply	Not Comply																		
The bidder must commit and confirm compliance to the following critical timelines:																				
<table border="1"> <thead> <tr> <th data-bbox="165 488 836 533">Deliverable</th> <th data-bbox="844 488 1117 533">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 544 836 618">Handover between new and outgoing Auditors and Engagement with IDC Management</td> <td data-bbox="844 544 1117 618">By end November 2019</td> </tr> <tr> <td data-bbox="165 629 836 741">Provide Audit Planning documentation for March 2020 Audit (for approval by Board Audit Committee at the February 2020 meeting)</td> <td data-bbox="844 629 1117 741">Mid-February 2020</td> </tr> <tr> <td data-bbox="165 752 836 828">Audit work (Audit of opening balances and other interim work)</td> <td data-bbox="844 752 1117 828">From early March 2020</td> </tr> <tr> <td data-bbox="165 840 836 878">Audit work for 31 March 2020 Financials</td> <td data-bbox="844 840 1117 878">From early April 2020</td> </tr> <tr> <td data-bbox="165 889 836 927">Draft Audited financial statements for BAC approval</td> <td data-bbox="844 889 1117 927">Early June 2020</td> </tr> <tr> <td data-bbox="165 938 836 976">Audited financial statements for Board approval</td> <td data-bbox="844 938 1117 976">Mid-June 2020</td> </tr> <tr> <td data-bbox="165 987 836 1064">Printed set of financial statements to be distributed to the shareholder</td> <td data-bbox="844 987 1117 1064">End July 2020</td> </tr> <tr> <td data-bbox="165 1075 836 1113">National Treasury template submissions</td> <td data-bbox="844 1075 1117 1113">End July 2020</td> </tr> </tbody> </table>	Deliverable	Due Date	Handover between new and outgoing Auditors and Engagement with IDC Management	By end November 2019	Provide Audit Planning documentation for March 2020 Audit (for approval by Board Audit Committee at the February 2020 meeting)	Mid-February 2020	Audit work (Audit of opening balances and other interim work)	From early March 2020	Audit work for 31 March 2020 Financials	From early April 2020	Draft Audited financial statements for BAC approval	Early June 2020	Audited financial statements for Board approval	Mid-June 2020	Printed set of financial statements to be distributed to the shareholder	End July 2020	National Treasury template submissions	End July 2020		
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National Treasury template submissions	End July 2020																			
<b>Substantiate / Comments</b>																				

## 7.2 Other Technical Requirements

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

7.2.1 BIDDER'S GOVERNANCE STRUCTURE	Comply	Partially Comply	Not Comply
<p>It is a requirement that bidders must comply with the requirements of the Auditing Profession Act No 26 of 2005 ("Auditing Profession Act") relating to its professional conduct associated with the audit function. Bidders are therefore required to provide the following information as part of its bid response and to indicate any mitigation controls in lieu of these requirements:</p> <ul style="list-style-type: none"> <li>• Group or Corporate Structure of the bidder</li> <li>• The Bidder's organisational structure</li> <li>• Conflict of interest management processes</li> <li>• Governance structures within the firm and how this relates to audit assignments for clients to ensure accurate, timely and credible audit services.</li> <li>• Management controls to improve governance structures and to ensure compliance with relevant governance directives i.e. King Reports on Corporate Governance</li> <li>• Policy and procedures regarding the treatment of clients with Politically Exposed Persons (PEPs) and also Special Interest Persons (SIPs).</li> <li>• Policies and procedures around ethical conduct and controls implemented to ensure compliance thereto.</li> <li>• Assessment of Audit partners to ensure independence.</li> <li>• Assessment of Directors to assess their independence.</li> <li>• Board composition (including gender, qualification, race), date of appointment of directors.</li> <li>• Which board committees have been formed, what is the constitution and who chairs.</li> <li>• How many board and board committee meetings have been held in the past financial year.</li> <li>• Terms of reference for Board and board committees.</li> <li>• Financial year end.</li> <li>• Are directors inducted and is there a formal program in place?</li> <li>• Is training for directors conducted?</li> <li>• When was the last board evaluation done and when is the next one scheduled? Is there a director remuneration policy, if so when was it approved and by whom?</li> <li>• Is Minute books maintained in-line with the Company's Act?</li> <li>• Is there a code of ethics/gift policy?</li> <li>• What is the appointment process for directors and who appoints directors?</li> <li>• Is there a rotation policy in place for directors?</li> <li>• Is the chairperson independent?</li> </ul>			
<b>Substantiate / Comments</b>			

7.2.2 PUBLIC SECTOR EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in rendering external audit services to public entities and/ or performing other Auditor-General South Africa audits.</p> <p>In addition, the bidder must provide relevant contactable references of similar work done in the past 2 (two) years, which support the bidder's claims to relevant prior experience. Please refer to <b>Table (a) of Annexure 7</b> of this document for the format in which the required information must be provided.</p> <p>Note : The following scoring matrix will be used to evaluate this sub-criterion:</p> <ul style="list-style-type: none"> <li>• Less than two (2) references = between 1 and 2 points</li> <li>• Two (2) references in the past five years=3 points</li> <li>• Three (3) references in the past five years =4 points</li> <li>• More than three (3) references in the past five years = 5 points</li> </ul>			
<b>Substantiate / Comments</b>			

7.2.3 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The bidder's key personnel of the proposed audit team must have relevant qualifications, skills and experience.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> <li>• The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this audit and the key personnel responsible for each specialty. Please refer to <b>Table (b) Annexure 7</b> of this document for the format in which the required information must be provided.</li> </ul> <p>Please provide CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of the assignment as outlined above.</p>			
<b>Substantiate / Comments</b>			

7.2.4 BIDDER'S PROPOSED METHODOLOGY	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate a thorough understanding of the objectives and deliverables of this audit; the Auditor General requirements and the applicable regulatory framework.</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrates how the audit deliverables will be achieved.</p>			
<b>Substantiate / Comments</b>			



## **8. Schedule 1: Additional information pertaining to IDC's Major subsidiary - Foskor (Pty) Ltd**

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Foskor is a producer and exporter of phosphate-based fertilisers and phosphoric acid. Foskor mines phosphate rock in Phalaborwa and transfer it to its Richards Bay facility to produce phosphoric acid and granular fertilisers – mono-ammonium phosphates (MAP), di-ammonium phosphates (DAP) and MAP with zinc (MAPz). Foskor also produces sulphuric acid, which is used to produce phosphoric acid and sells magnetite, a by-product of phosphate beneficiation.

Foskor is the leading domestic manufacturer and supplier of phosphate-based granular fertilisers. Foskor also supplies phosphoric acid and fertilisers to international markets.

For further information on Foskor, please visit their website on [www.foskor.co.za](http://www.foskor.co.za)

## **9. Schedule 2: Additional information pertaining to IDC's Major subsidiary – SEFA (SOC) Limited**

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Sefa's mandate is to foster the establishment, survival and growth of SMMEs and Co-operatives and thereby contributing towards poverty alleviation and job creation.

Sefa is a wholly owned subsidiary of the IDC and was established on 01 April 2012 to contribute towards job creation and economic growth by providing financial and non-financial support to SMMEs and Co-operatives. Sefa derives its legislative mandate to be a catalyst of SMME and Co-operative enterprise development, growth and sustainability from the IDC Act of 1940 (as amended in 2001).

For further information on sefa, please visit their website on [www.sefa.org.za](http://www.sefa.org.za)

## **10. Schedule 3: Additional information pertaining to IDC's Major subsidiary – Grinding Media (Pty) Ltd**

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Grinding Media is in the business of manufacturing forged grinding balls and high chrome grinding media products supplied to the platinum, gold, ferrochrome, base metals and power generation industries

For further information on Grinding Media, please visit their website on [www.grindingmedia.co.za](http://www.grindingmedia.co.za)

## **11. Schedule 4: Additional information pertaining to IDC's Major subsidiary – Cast Products (Pty) Ltd**

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Cast Products is in the business of manufacturing quality cast product used in the mining, railway, power and general engineering industries.

For further information on Grinding Media, please visit their website on [www.castproducts.co.za](http://www.castproducts.co.za)

## **SECTION 4: COST PROPOSAL**

## SECTION 4: Cost Proposal

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

6

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

7

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

## 8 COSTING MODEL

Note: The IDC audit will be performed jointly by two external auditors and the work is to be split fairly between the two external auditors on a mutually agreed premise. However, the bidder is required to provide the proposed annual audit fees for the full scope of the IDC audit for price comparison purposes. The pricing to be provided with this tender response should include costing for a period of five (5) years, however the IDC will exercise its right to appoint its auditors on an annual basis after obtaining due approval from relevant stakeholders in this regard.

### 8.1 IDC AUDIT FEES

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Partner/ Director			
Senior Manager			
Manager/ Supervisor			
Audit Staff			
<b>Specialists: refer to section 3 functional requirement, paragraph 7.1.5 (Functional Expects/ Specialist)</b>			
Specialist 1			
Specialist 2			
Specialist 3			
Disbursements			
<b>Sub-Total Annual Audit Fees Year 1 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 2 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 3 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 4 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 5 (VAT Excl.)</b>			
<b>Table 8.1 Sub-Total for a period of five (5) years (VAT Excl.)</b>			

### 8.2 FOSKOR AUDIT FEES

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Partner/ Director			
Senior Manager			
Manager/ Supervisor			
Audit Staff			
<b>Specialists: refer to section 3 functional requirement, paragraph 7.1.5 (Functional Expects/ Specialist)</b>			

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Specialist 1			
Specialist 2			
Specialist 3			
Disbursements			
<b>Sub-Total Annual Audit Fees Year 1 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 2 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 3 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 4 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 5 (VAT Excl.)</b>			
<b>Table 8.2 Sub-Total for a period of five (5) years (VAT Excl.)</b>			

### 8.3 SEFA AUDIT FEES

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Partner/ Director			
Senior Manager			
Manager/ Supervisor			
Audit Staff			
<b>Specialists: refer to section 3 functional requirement, paragraph 7.1.5 (Functional Expects/ Specialist)</b>			
Specialist 1			
Specialist 2			
Specialist 3			
Disbursements			
<b>Sub-Total Annual Audit Fees Year 1 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 2 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 3 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 4 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 5 (VAT Excl.)</b>			
<b>Table 8.3 Sub-Total for a period of five (5) years (VAT Excl.)</b>			



#### 8.4 GRINDING MEDIA AUDIT FEES

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Partner/ Director			
Senior Manager			
Manager/ Supervisor			
Audit Staff			
<b>Specialists refer to section 3 functional requirement, paragraph 7.1.5 (Functional Expects/ Specialist)</b>			
Specialist 1			
Specialist 2			
Specialist 3			
Disbursements			
<b>Sub-Total Annual Audit Fees Year 1 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 2 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 3 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 4 (VAT Excl.)</b>			
<b>Sub-Total Annual Audit Fees Year 5 (VAT Excl.)</b>			
<b>Table 8.4 Sub-Total for a period of five (5) years (VAT Excl.)</b>			

#### 8.5 CAST PRODUCTS AUDIT FEES

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Partner/ Director			
Senior Manager			
Manager/ Supervisor			
Audit Staff			
<b>Specialists refer to section 3 functional requirement, paragraph 7.1.5 (Functional Expects/ Specialist)</b>			
Specialist 1			
Specialist 2			
Specialist 3			
Disbursements			

Resource(s)	Hourly Rate per resource	Number of hours	Total Cost (VAT Excl.)
Sub-Total Annual Audit Fees Year 1 (VAT Excl.)			
Sub-Total Annual Audit Fees Year 2 (VAT Excl.)			
Sub-Total Annual Audit Fees Year 3 (VAT Excl.)			
Sub-Total Annual Audit Fees Year 4 (VAT Excl.)			
Sub-Total Annual Audit Fees Year 5 (VAT Excl.)			
Table 8.5 Sub-Total for a period of five (5) years (VAT Excl.)			

<b>TOTAL BID PRICE (Table 8.1+8.2+8.3+8.4+ 8.5) (VAT Excl.)</b>	
-----------------------------------------------------------------	--

**Notes on pricing:**

- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.
- Bidders should specify the functional audit specialist proposed and costed herein, in line with the requirement of this tender (i.e. specialist 1,2 and 3 as listed in the tables above)
- The bidder must provide a detailed breakdown of the Disbursements as follows:

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

**9 SUMMARY OF THE PROPOSAL**

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T43/09/19**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide annual external audit services to the IDC and its major subsidiaries over a five (5) year period 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 over a period of five (5) years and that the IDC and /or its major subsidiaries has the right to confirm our appointment on an annual basis after consultation with its stakeholders. 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 5: ANNEXURES**

## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

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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

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

### BIDDING STRUCTURE

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

### REQUIRED INFORMATION

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

<b>If Individual Bidder:</b>	
Email address	
Postal Address	
Physical Address	

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

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

## 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><b>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.</b></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, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <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 state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number:.....

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

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and who may and / or may not be 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

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SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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:

---

<sup>3</sup> 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







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

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

## **Annexure 8: BEE Commitment Plan**

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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

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### **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 5 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)

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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, 2017, 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, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 2.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for tenders 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 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) on the date of advertisement of the bid as indicated in paragraph 3.1 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.**

2.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**3. 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>
_____	_____%
_____	_____%
_____	_____%

3. Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 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 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.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.

- 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: IDC**

**NB**

- 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.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.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
- (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 3.1 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 3.1 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 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Annexure 11: Declaration of Business Dealings with the IDC**

---

1. The bidder is required to certify that they are independent of IDC and its subsidiaries, and that nothing has transpired that would compromise their independence during the conduct of the audit as required by the Public Audit Act. The bidder’s directors / trustees / shareholders / members and all parties represented in this tender represent and warrant that no litigation arbitration or administration proceedings are present, pending or threatened against it. If any such action is present, pending or threatened against the bidder’s directors / trustees / shareholders / members or any party (which may include a guarantor to an IDC business partner) represented in this tender, full details should be disclosed to IDC and 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.

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity

Number:.....

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

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.2.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and may and / or may not be actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.2.2 Are you or any person connected with the bidder presently funded by the IDC? **YES / NO**

2.2.3 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of the business partner related to the IDC:

.....

Position occupied in the business partner:

.....

Any other particulars:

.....

.....

.....

2.2.4 Are any of your directors / trustees / shareholders / members or any party represented in this tender currently or in process of being in litigation with the IDC? **YES / NO**

2.2.4.1 If yes, furnish litigation details:

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

2.2.5 Are any of your directors / trustees / shareholders / members or any party represented in this tender listed on IDC delinquent register

**YES / NO**

2.2.5.1 If yes, furnish details for listing:

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

2.2.6 Are all of your directors / trustees / shareholders / members or any party represented in this tender independent of IDC and its subsidiaries, and that nothing has transpired that would compromise your independence during the conduct of the audit as required by the Public Audit Act

**YES / NO**

2.2.6.1 If no, furnish details:

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

3 Full details of directors / trustees / members / shareholders of the bidding entity.

<b>Full Name</b>	<b>Identity Number / Company Registration No. (if a company)</b>	<b>Any current IDC transactions / dealings (Y/N)</b>	<b>Describe the nature of IDC dealings / transaction (if any) i.e. loan facility, supplier. Etc.</b>	<b>Are you in good standing with the IDC (Y/N)</b>

- 4. Please provide us with a schematic representation of the shareholding structure of the bidding entity, listing all shareholders.
- 5. 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.