



T35/09/21

**REQUEST FOR PROPOSAL FOR THE
PROVISION OF HYGIENE SERVICES**

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

DATE: 10 SEPTEMBER 2021

TIME: 10H00 AM

VENUE: MICROSOFT TEAMS

BID CLOSING DATE:

MONDAY 20 SEPTEMBER 2021

AT 11:00AM

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

2. Enquiries

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

Name:	<u>Mr Joseph Phiri</u>
Telephone Number:	<u>+27 11 269 3810</u>
Email address:	<u>josephp@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 10 September 2021**.
- 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 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e. Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **20 September 2021** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to tenders@idc.co.za. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address (tenders@idc.co.za).

- 4.4 Bidders are advised to submit / send its bid responses at least 15 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to **50MB**.
- 4.5 The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;
 - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
 - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6 Only responses received via the specified email address will be considered.
- 4.7 Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box (tenders@idc.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8 Amended bids may be sent to the electronic tender box (tenders@idc.co.za) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.
- 4.9 Bidders are advised to send contact email addresses of **who should be invited to the compulsory site briefing on 09 September 2021 before 12h00.** The email address should be sent to Joseph Phiri @ josephp@idc.co.za

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

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s)

and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfillment 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 fulfillment 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 have a Tax Compliant Status or who do not submit 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; and
- 10.1.6 bidders who fail to comply with FICA requirements.

11. Response Format (Returnable Schedules)

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

- 11.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 11.2 Schedule 1:**
- 11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 11.2.2. Annexure 1 of this RFP document (duly completed and signed)
- 11.3 Schedule 2**
- 11.3.1. Valid Tax Compliant status and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;
- 11.3.2. Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

- 11.3.3. Copy of Board Resolution, duly certified;
- 11.3.4. Originally certified copy of ID document for the Company Representative
- 11.3.5. Annexure 2 of this RFP document (duly completed and signed);
- 11.3.6. Annexure 3 of this RFP document (duly completed and signed);
- 11.3.7. Annexure 4 of this RFP document (duly completed and signed);
- 11.3.8. Annexure 5 of this RFP document (duly completed and signed);
- 11.3.9. Annexure 6 of this RFP document (duly completed and signed);
- 11.3.10. Response to Annexure 8: BEE Commitment Plan
- 11.3.11. 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.
- 11.3.12. Note: If a bidder is a Consortium or Joint Venture, then the bidder must submit a consolidated B-BBEE Status Level Verification Certificate in the name of the Consortium or Joint Venture. If a bidder is a Prime Contractor with Subcontractor(s), then separate B-BBEE Status Level Verification Certificates must be submitted for the Prime Contractor and its Subcontractor(s).
- 11.3.13. Annexure 9 of this RFP document (duly completed and signed, if relevant);
- 11.3.14. 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.
- 11.3.15. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

11.4 Schedule 3:

- 11.4.1. Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 11.4.2. Annexure 7 of this RFP document, duly completed and signed

11.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) *(Must be submitted as a separate file/document marked Schedule 4: Price Proposal)*

12. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 12.1 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 Compliant status 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 & Project Team
 - Annexure 8: BEE Commitment Plan
 - Annexure 9: Disclosure Statement
 - Annexure 10: Local Content Declaration (If Relevant)

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

12.2 Phase 2: Technical/ Functionality Evaluation

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

12.2.1. Mandatory Functional/Technical Requirements

With regards to the mandatory Functional Requirements, the criteria stipulated in Section 2, paragraph 5.1 of this RFP document shall be used to assess compliance of bid responses to mandatory requirements in so far as Functional/Technical competence is concerned. Bidders who do not comply with the mandatory Functional/Technical requirements may be disqualified.

12.2.2. Other Functional/ Technical Requirements

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

ELEMENT	WEIGHT
Bidder's Relevant Experience	50%
Business Continuity Plan	20%
Site Implementation	20%
Report & Helpdesk Process	10%
TOTAL	100%

Note: Bidder must score 70% on functional/technical requirements to be considered for further evaluation which would include Price and BEE.

12.3 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

13. Promotion of Emerging Black owned Service Providers

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

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

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

2. Background Information

The Industrial Development Corporation of South Africa Limited (IDC) has its Head Office at 19 Fredman Drive, Sandown, Sandton, Johannesburg. The Head Office comprises of three buildings: IDC 1, IDC 2 and a gym. Due to the various activities transpiring in the Corporations’ Head Office daily and the need to comply with regulations governing commercial establishments; the IDC seeks to appoint an experienced commercial hygiene service provider for their Head Office buildings to implement a comprehensive and professional Hygiene Service Management program.

The IDC prides itself in ensuring compliance to all legislated regulations of the country, thus IDC seeks a professional Hygiene service provider who will serve the IDC with the necessary management & supervisory functions ensuring that buildings are kept occupationally safe, healthy and befits a conducive working environment.

It is equally important to mention that the service provider will be expected to render services that will be in line with IDC’s future goals of attaining the Green Building Council of SA (GBCSA) and SABS ISO Standards accreditation.

The successful bidder will be required to provide training for the replacement of consumables to the appointed cleaning service provider, a refresher will be required at least once a year.

The IDC Head Office buildings are referred to as IDC 1, IDC 2 and Gym; IDC 1 and IDC 2 are an open plan office arrangement and have a combined 29 543 m² of floor space. The Head Office is the HUB of the IDC as it houses the receptions, a canteen kitchen and seating area; pause areas and kitchens; waste area; a Crèche facility with playgrounds and has majority of the hosting service areas.

3. Scope of Work/ Terms of Reference

The service provider will be expected to render a comprehensive Hygiene Management service to IDC Head Office. The following services are required:

3.1 Hygiene Services

The service provider will be expected to perform the following services:

- Supply, installation and maintenance of stainless-steel hygiene equipment on a rental basis (see list on Table 3.1.1 below),
- Weekly/Bi-monthly removal of sanitary waste (SHE bins) and proper (as per legislated regulations) disposal thereof, service providers need to provide a certificate of disposal.
- Monthly replacement and service of oxygen-pro (or similar product) air fresher sprays.
- Disinfect/ sterilize urinal pans, hand basins, showers, gym steam room and toilet cistern monthly.
- Ensure that defective equipment's are either replaced or repaired within 48 hours from the time that such defective equipment is reported by the IDC and/or the Service Provider's staff.
- Ensure that any damage to the property during the installation and removal of equipment is repaired.

3.1.1. Hygiene Equipment on Rental basis

Service	Unit of Measure	Quantity per Area				Total
		IDC 1	(Creche)	IDC 2	Gym	
Stainless Steel Oxygen-Pro or Similar Product service every 60 days	Each	57	5	9	3	74
Stainless Steel manual Body wash dispenser (Battery Operated)		9	-	3	10	22
Stainless Steel Touch-Free Hand Sanitizers (Battery Operated)		38	1	6	1	45
Stainless Steel Touch-Free Hand soap dispenser (Battery Operated)		83	12	15	3	113
Stainless Steel Touch-Free Automated Hand towel dispenser (Battery Operated)		62	9	15	3	89
Sanitary bins (Slim line) Silver range: foot operated - Serviced weekly/bi-monthly		62	1	9	5	77
Stainless Steel Sanitary packet holder		62	1	9	5	77
Stainless Steel Touch-Free Seat Sanitiser (Battery Operated)		105	6	18	8	137
Stainless Steel Three (3) Tier Toilet roll holder - lockable		105	4	18	8	135
Stainless Steel 27l wall mounted bins with liner (Slim line Design)		62	5	0	4	71
Stainless Steel Manual Paper Towel Dispensers for kitchens		32	2	3	1	38
Stainless Steel Dish Touch-Free washer Dispensers for kitchens (Battery Operated)		30	2	3	1	36

Notes:

- IDC reserves the right to reduce the service frequency at any time in the contract.

- The successful bidder will be required to provide training for the replacement of consumables & Batteries to the IDC appointed cleaning service provider. A training refresher will be required at least once a year or commencement of a new contract.
- Service of Automated equipment **MUST** include replacement of batteries by service provider staff.
- Key alike to be supplied for all equipment.
- T3 tissue holder **MUST** be able to accommodate 2 ply, 350 sheet roll and have an inspection window to view refills
- Battery Operated Paper Towel Dispenser must be able to dispense 196mm x 100mm 2 ply virgin paper.

3.2 Consumables

The service provider is expected to provide the following compatible consumables to the required equipment specified under paragraph 3.1 and Table 3.1.1:

- 5L Bucket - 70% alcohol sanitising wipes;
- Oxygen-pro Air Freshener serviced every 60 days: (IDC reserves a right to choose signature fragrance);
- Body Wash Soap: 5 L – Should be lotion & moisturiser based;
- Dishwasher Soap (5L);
- Eucalyptus oil (100% Pure) – 50ml;
- Hand Foam Soap (800ml) – Should be lotion & moisturiser based;
- Hand Sanitiser: 5 L liquid; (70% Alcohol Based);
- Sanitary Bags: (SHE Bags);
- Seat Spray: (70% Alcohol Based); and
- Urinal Mats – Gradual fragrance replaced every 30 days. Must reduce the formation of uric acid build-up and contain no ozone depleting ingredients.

IMPORTANT NOTE:

The required consumable quantity will depend on the Monthly Usage: The appointed supplier must provide consumables within two (2) calendar days from call being logged via supplier call-centre.

3.3 IDC2- Deep Cleaning

Monthly deep cleaning of ablution, hygiene infrastructure and surfaces to remove unwanted elements that produce corrosiveness. The supplier will clean the following items monthly:

Service	Unit of Measure	Quantity per Area				Total
		IDC 1	Creche	IDC 2	Gym	
Deep Cleaning Showers	N/A	9	-	3	9	21
Deep Cleaning Steam Room	N/A	-	-	-	2	2
Deep Cleaning Toilets	N/A	105	5	18	8	136

Deep Cleaning Urinals	N/A	42	-	9	3	54
Deep Cleaning wash basin	N/A	98	11	21	8	138
Deep Cleaning of walls and Floors to the above	Item	1	1	1	1	4

4. Project Timelines

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

5. Technical evaluation criteria

5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 Equipment, Consumables & Certification	Comply	Not Comply
The bidder shall provide all general and specialist equipment required in the provision of this service.		
The bidder must supply only SABS approved equipment & eco-friendly chemicals that are SABS Approved.		
The bidder must supply new Stainless-Steel equipment.		
The bidder will provide fully automatic equipment where required in the specification.		
The equipment will remain the property of the service provider and the service provider is responsible to make good all the walls / finishes on expiry of the contract.		
The bidder must issue Material Safety Data Sheets (MSDS) Sheets at the commencement of the contract and when required		
Substantiate / Comments		

5.1.2 Afterhours Service Assistance	Comply	Not Comply
<p>The bidder must have a well-established and equipped helpdesk or service desk to be able to provide service to IDC afterhours. Reactive Maintenance will be done after hours after 18H00. The service provider must be able to dispatch a technician on the same day within two (2) hours when a request can threaten health and safety of individuals or when there is a possibility to damage property.</p> <p>Proof thereof to be attached with this proposal as well as the end to end process for logging requests including how emergencies are handled.</p>		
Substantiate / Comments		

5.1.3 Staff Uniform and Personal Protective Equipment (PPE)	Comply	Not Comply
The bidder must ensure adequate provision of Personal Protective Equipment (PPE) that is compliant to all regulatory requirements of the hygiene service.		
The bidder to ensure that staff deployed to the site have Police Clearance which is valid for 12 months and is renewed every year.		
The bidder must ensure that employees assigned to site are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.		
Substantiate / Comments		

5.1.4 Occupational, Health and Safety (OHS) compliance	Comply	Not Comply
The bidder must always ensure compliance with Occupational, Health and Safety Act including Disease Act, 1993 (Act No. 130 Of 1993)		
Substantiate / Comments		

5.1.5 Statutory Labour Requirements	Comply	Not Comply
The bidder must always ensure compliance with all relevant statutory labour requirements such as UIF, Basic Conditions of Employment, etc. Bidders must provide with this proposal a valid letter of good standing with the Department of Labour		
Substantiate / Comments		

5.1.6 Public Liability Insurance	Comply	Not Comply
The bidder must, at his own expense, have adequate insurance cover against any claims, costs, losses and/or damages ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement Proof of such insurance must be handed to the IDC within two (2) weeks after appointment.		
Substantiate / Comments		

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

5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1. Bidder's Relevant Experience	Comply	Partially Comply	Not Comply
<p>The bidder must have relevant experience in providing Hygiene Services in a corporate office building.</p> <p>The bidder must provide a minimum three (3) contactable references in providing Hygiene Services in office buildings in the past five (5) years.</p> <p>Please refer to Annexure 7 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.2. Business Continuity Plan	Comply	Partially Comply	Not Comply
<p>The bidder must ensure an effective operational plan to ensure no disruption to operations for both operation and administration related work.</p> <p>Bidders must provide proof of such a plan that demonstrate non-operational distractions as part of their bid proposal.</p>			
Substantiate / Comments			

5.2.3. Site Implementation Plan	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site implementation, the plan must include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Overall site implementation plan starting from appointment date, including all related timelines. • Readiness i.e., mobilisation of equipment; etc. <p>Bidders must provide a proposed plan as part of their bid response</p>			
Substantiate / Comments			

5.2.4. Report & Helpdesk Process	Comply	Not Comply
<p>Bidders must provide a monthly report of the service rendered highlighting highlights, challenges and opportunity for improvement.</p> <p>Bidders must provide the proposed plan as part of their bid response.</p>		
Substantiate / Comments		

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost 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
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

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

7

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

8 COSTING MODEL

8.1 IDC 1

8.1.1 FIXED MONTHLY SERVICE FEE FOR DEEP CLEANING IDC-1

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Service Fee	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Sub-Total (A) (VAT Excl.)			
Annual escalation % which must be linked to CPI			

Note: The Fixed Monthly Service Fee should comprehensively reflect the IDC requirements for the Hygiene Management service; covering all elements required for the provision of the service e.g., deep cleaning, removal of sanitary bins and disposal thereof, various resources including but not limited to removal of sanitary bins and disposal thereof, PPE, any statutory requirement overall management of service.

8.1.2 RENTAL OF EQUIPMENT FOR IDC 1

Description		Qty	Monthly Rental (VAT Excl.)	Rental Amount Per Year (VAT Excl.)
1	Stainless Steel Oxygen-Pro eco-friendly fresher (Or similar) Dispenser service every 60 days (including service)	62		
2	Stainless Steel manual Body wash dispenser (Battery Operated)	9		
3	Stainless Steel Touch-Free Hand Sanitizers (Battery Operated)	39		
4	Stainless Steel Touch-Free Hand soap dispenser (Battery Operated)	95		
5	Stainless Steel Touch-Free Automated Hand towel dispenser (Battery Operated)	71		
6	Sanitary bins (Slim line) Silver range: foot operated - Serviced weekly	63		
	Sanitary bins (Slim line) Silver range: foot operated - Serviced Bi-Monthly	63		
7	Stainless Steel Sanitary packet holder	63		
8	Stainless Steel Touch-Free Seat Sanitiser (Battery Operated)	111		
9	Stainless Steel Three (3) Tier Toilet roll holder - lockable	109		
10	Stainless Steel 27l wall mounted bins with liner (Slim line Design)	67		
11	Stainless Steel Manual Paper Towel Dispensers for kitchens	34		

12	Stainless Steel Dish Touch-Free washer Dispensers for kitchens (Battery Operated)	32		
Total Annual Rental Fee – Year 1				
Total Annual Rental Fee – Year 2				
Total Annual Rental Fee – Year 3				
Total Annual Rental Fee – Year 4				
Total Annual Rental Fee – Year 5				
Sub-Total (B) (VAT Excl.)				
Annual escalation % which must be linked to CPI				

NB: Due to reduced occupancy, SHE bins will be cleaned bi-monthly until 60% Occupancy is reached

8.2 IDC 2

8.2.1 FIXED MONTHLY SERVICE FEE FOR DEEP CLEANING AT IDC 2

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Service Fee	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Sub-Total (C) (VAT Excl.)			
Annual escalation % which must be linked to CPI			

Note: The Fixed Monthly Service Fee should comprehensively reflect the IDC requirements for the Hygiene Management service; covering all elements required for the provision of the service e.g., deep cleaning, removal of sanitary bins and disposal thereof, various resources including but not limited to removal of sanitary bins and disposal thereof, PPE, any statutory requirement overall management of service.

8.2.2 EQUIPMENT RENTAL FOR IDC 2

	Description	Qty	Monthly Rental (VAT Excl.)	Total Yearly Rental (VAT Excl.)
1	Stainless Steel Oxygen-Pro eco-friendly fresher (Or similar) Dispenser service every 60 days (including service)	12		
2	Stainless Steel manual Body wash dispenser (Battery Operated)	13		
3	Stainless Steel Touch-Free Hand Sanitizers (Battery Operated)	7		
4	Stainless Steel Touch-Free Hand soap dispenser (Battery Operated)	18		
5	Stainless Steel Touch-Free Automated Hand towel dispenser (Battery Operated)	18		
6	Sanitary bins (Slim line) Silver range: foot operated - Serviced weekly	14		
	Sanitary bins (Slim line) Silver range: foot operated - Serviced Bi-Monthly	14		
7	Stainless Steel Sanitary packet holder	14		
8	Stainless Steel Touch-Free Seat Sanitiser (Battery Operated)	26		
9	Stainless Steel Three (3) Tier Toilet roll holder - lockable	26		

10	Stainless Steel 27l wall mounted bins with liner (Slim line Design)	4		
11	Stainless Steel Manual Paper Towel Dispensers for kitchens	4		
12	Stainless Steel Dish Touch-Free washer Dispensers for kitchens (Battery Operated)	4		
Total Annual Rental Fee – Year 1				
Total Annual Rental Fee – Year 2				
Total Annual Rental Fee – Year 3				
Total Annual Rental Fee – Year 4				
Total Annual Rental Fee – Year 5				
Sub-Total (D) (VAT Excl.)				
Annual escalation % which must be linked to CPI				

NB: Due to reduced occupancy, SHE bins will be cleaned bi-monthly until 60% Occupancy is reached

8.3 CONSUMABLES

Description		Unit of Measure	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	5L Bucket - 70% alcohol sanitising wipes	Each		
2	Body Wash Soap with Moisturiser (5L)			
3	Dishwasher Soap (5L)			
4	Eucalyptus oil (100% Pure) – 50ml			
5	Hand Foam Soap with Moisturiser - refill pack/sachet			
6	Hand Sanitiser refill (70% Alcohol) - refill pack/sachet			
7	Sanitary Packets/Bags - (100's)	Pack		
8	Sanitiser 70 % Sanitiser liquid (5L)	Each		
9	Seat Sanitiser (70% Alcohol) - refill pack/sachet	Pack		
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Sub-Total (E) (VAT Excl.) (Consumables)				
Annual escalation % which must be linked to CPI				

NB: The monthly cost of consumables will be based on actual usage.

Total Bid Price (Sub-Total A + B + C + D + E) (VAT Excl.)	
--	--

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T35/09/21**, the General Conditions, and all other Annexures to the RFP Document, for the provision of Hygiene services to the IDC at the cost provided in Section 3 of this RFP document.

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

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

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

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

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

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

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

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

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

Annexure 2: 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 / trustees / shareholders / members or their spouses conduct **YES / NO**

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

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

YES / NO

2.9.1 If so, furnish particulars.

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

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

YES / NO

2.10.1 If so, furnish particulars.

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

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

YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal 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 *per 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

Annexure 6: Shareholders and Directors Information

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

6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

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

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

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

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 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)

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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> 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:

The minimum threshold for local content as published on the **dtic** website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

<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"/>
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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

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. 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 (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____