



**T09/03/18**

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

**BID CLOSING DATE: THURSDAY, 22  
MARCH 2018 AT 12:00 NOON**

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**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>Mr Luyanda Dlamini</u>
Telephone Number:	<u>+27 11 269 3767</u>
Email address:	<u><a href="mailto:luyandad@idc.co.za">luyandad@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 14 March 2018**.
- 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, **T09/03/18: Request for Proposal for the Provision of Courier Services**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on **Thursday, 22 March 2018**.
- 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 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

## 6. Supplier Performance Management

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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. 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 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.

## 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 the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services

contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

**9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.

**9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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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 **mandatory requirements** if 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.

## **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 Latest Audited Financial Statement
- 12.3.11 Response to Annexure 8: BEE Commitment Plan
- 12.3.12 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership. If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.  
  
**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.8) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.13 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 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**

## **12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**



## 13. Evaluation Criteria and Weightings

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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 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

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

**13.2 Phase 2: Technical/ Functionality Evaluation**

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

### 13.2.1 **Mandatory Functional/ Technical Requirements**

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 3 of this RFP document.

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

### 13.2.2 **Other Functional/ Technical Requirements**

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

<b>ELEMENT</b>	<b>WEIGHT</b>
Bidder's Relevant Experience	10%
Bidders Capacity	25%
Bidders Capability	25%
Methodology and Approach	20%
POPI Act Compliance	20%
<b>TOTAL</b>	<b>100%</b>

**Note: Only bidders who achieved a technical score of more than 70% will be considered further in terms of Price and B-BBEE.**

### 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**

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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:
  - (a) Bidders must have a minimum B-BBEE contributor status level of 4 or better.
- 1.2 The IDC will only consider a bid if the relevant bidder meets these pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

**SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## **SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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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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The Industrial Development Corporation (IDC) is a national development finance institution set up to promote economic growth and industrial development. It is owned by the South African government under the supervision of the Economic Development ministry.

The IDC has a Head Office located in Sandton with regional offices in Polokwane, Rustenburg, Brits, Mafikeng, Cape Town, Port Elizabeth, East London, Durban, Pietermaritzburg, Nelspruit, Upington, Kimberley, Mthatha, Emalahleni and Bloemfontein. (Please see Annexure 8 for addresses). The corporation often requires the transportation of documents between the head office and its regions as well as to its clients in certain circumstances. It is for this reason that the IDC requires the services of a courier company to assist with the distribution of urgent consignments of various sizes both nationally and internationally (including the Rest of Africa).

### **3. Scope of Work**

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- 3.1 The bidder will be required to provide a comprehensive suite of courier services to the IDC on a need basis. The required courier services will include, but not limited to, the following:
  - Same day services;
  - Weekend services;
  - After-hours services;
  - Public Holiday services;
  - Intra City services;
  - Overnight express by 10h30;
  - Overnight express by 08h30;
  - Remote area/Regional services;
  - Budget (Road Freight) services;
  - International courier services and
  - Special delivery services which cover requirements over and above the standard services;

### **3.2 TYPES OF CONSIGNMENTS**

The bidder will be required to courier different types of consignments:

- Documents which may include Securities, Agreements and other important legal documents.
- Parcels which may range from computer equipment, hardware etc
- Exhibition equipment;
- Other equipment

### **3.3 ONLINE SYSTEM**

The bidder must have an online courier management system in place to be used for all IDC consignments. The online system should be able to do the following:

- The system should enable IDC to place/ log a request for collection and/ or deliveries.
- The system should keep history of the past collections and/ or deliveries for audit and information purposes.
- The system should enable IDC to track all consignments enroute to their respective destinations.
- The system should provide different IDC users with their own individual login details to access the IDC account (as opposed to single login details being used by all users).
- This system should have the ability to provide quotes for all documents or parcels requiring delivery.
- The system should be able to provide early alerts for any delays that fall outside the agreed SLA. This is to ensure that all affected parties are informed well in advance.
- Proof of delivery for all IDC consignments is needed at all times and therefore the system should be able to provide such proof once delivery has been made.
- The system should be able to generate waybills and pre-printed waybills where necessary.
- The system should be able to generate waybill activity reports, online statements and invoices.
- The system should enable the user to monitor courier spend throughout the month.

### **3.4 SECURITY OF CONSIGNMENTS**

- The bidder will need to have a secure room/storage area at their premises to be able to store IDC documents in a case where the provider was unable to deliver overnight.
- The service provider will be expected to safeguard the interests of the IDC at all times by ensuring confidentiality and safety of parcels/documents being transported. The bidder must demonstrate what measures they have in place to protect confidential information they will be tasked with transporting.
- The bidder must be able to demonstrate what contingency plans they have in place to protect consignments in cases of hijackings or loss,



- The bidder will be expected to transport consignments containing personal information and must demonstrate how this information will be handled and protected as required by the POPI Act No. 4 of 2013.

### **3.5 BILLING AND REPORTING REQUIREMENTS**

- The bidder must submit the monthly activity report and invoice every month on time.
- The relevant cost centres must be clearly indicated on the monthly activity report.
- The bidder must submit a daily tracking report with an update of the movements of couriers.
- The bidder must provide a sample of the electronically generated courier reports (such as daily activity, monthly, daily, invoice, statement etc).

## **4. Project Timelines**

The service provider(s) will be appointed for a period of three (3) years. The performance of appointed service provider(s) against this contract will be reviewed on an annual basis and/or on completion of a specific service provision. Subject to the performance of the service provider(s), the IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years

## **5. Technical Evaluation Criteria**

### **5.1 Mandatory Technical Requirements**

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

**NB: The IDC will consider bids which best meet its technical requirements and bidders are required to provide relevant and comprehensive information to indicate its compliance with the stated technical requirements.**

<b>5.1.1 IN-TRANSIT INSURANCE</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The IDC may in certain instances transport items of value and in such cases the bidder will be required to provide in transit insurance for IDC consignments against any damage or loss.</p> <p><b>The bidder must submit a signed letter from the insurer confirming their in-transit insurance cover.</b></p>		
<b>Substantiate / Comments</b>		

5.1.2 DOMESTIC SERVICES	Comply	Not Comply
The bidder must be able to provide the following courier services:		
• Same Day Services;		
• Weekend Services;		
• Public Holiday Services;		
• After-hours Services;		
• Overnight Express by 8h30;		
• Overnight express by 10h30;		
• Special Delivery and Collection Services;		
• Outlying/Remote Area/Regional Delivery Services;		
• Budget Service (Road Freight);		
• Intra City (within any main centre within 50km);		
<b>Substantiate / Comments</b>		

5.1.3 WEEKEND AND/OR PUBLIC HOLIDAY SERVICES	Comply	Not Comply
The bidder must able to render full courier services over weekends (Saturday and Sunday) and public holidays e.g. Easter Weekend; Festive Season etc.		
<b>Substantiate / Comments</b>		

5.1.4 INTERNATIONAL SERVICES	Comply	Not Comply
The bidder must be able to render international courier services and delivery must be effected within 3 to 5 working days.		
<b>Substantiate / Comments</b>		

<b>5.1.5 ONLINE AND TRACKING SYSTEM</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must provide a web-based/ online courier management system to allow IDC to:</p> <ul style="list-style-type: none"> <li>• Track and trace consignments from point of collection to point of delivery;</li> <li>• Scheduling of pickups;</li> <li>• Reporting (e.g. early alerts for late deliveries, daily, monthly reports etc)</li> </ul> <p><b>Bidder to provide samples of its system generated billing and activity reports to substantiate compliance.</b></p>		
<b>Substantiate / Comments</b>		

<b>5.1.6 SECURITY, PRIVACY AND CONFIDENTIALITY</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must safeguard the interests of the IDC at all times by ensuring the privacy, confidentiality and safety of the consignments as well as IDC information (including recipient's details) captured on the waybill and on the bidder's online system.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.7 WAYBILL AND FLYERS</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must keep adequate number of waybills and flyers (bags to insert the documents or parcels) at IDC offices.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.8 FRAGILE STICKERS</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must have fragile stickers to flag fragile consignments.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.9 NORMAL COLLECTION AND DELIVERY TIMES</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must adhere to the collection and delivery times which are between 08h00 and 16h00 on weekdays ( <b>Monday to Friday</b> ).		
<b>Substantiate / Comments</b>		

<b>5.1.10 FREIGHT CAPACITY</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must have capacity to collect and deliver consignments of any size relevant to standard corporate courier consignments.		
<b>Substantiate / Comments</b>		

<b>5.1.11 KEY ACCOUNT MANAGER</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must provide a dedicated Key Account Manager that will be assigned to the IDC account.		
<b>Substantiate / Comments</b>		

<b>5.1.12 AFTER HOURS SUPPORT</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must be able to provide after-hours emergency support to the IDC.		
<b>Please indicate/ list your after-hours emergency contact numbers.</b>		
<b>Substantiate / Comments</b>		

## 5.2 Other Technical Requirements

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

**NB:** The IDC will consider bids which best meet its technical requirements and bidders are required to provide relevant and comprehensive information to indicate its compliance with the stated technical requirements.

5.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in the provision of full courier services both nationally and internationally. <b>Refer to the Scope of Work in Section 3 of this document.</b></p> <p><b>(This specifically refers to full courier services experience associated with a term contract and not for once off deliveries)</b></p> <p>The bidder must provide two (2) relevant contactable references of clients where the bidder has been contracted to provide full courier services in the past three (3) years. 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><b>Also provide a reference letter from each of the respective clients mentioned above. This letter must be on the referenced company's letterhead, dated, signed by the responsible individual from the reference company with the company's contact details..</b></p>			
<p><b>Substantiate / Comments</b></p>			

<b>5.2.2 BIDDERS CAPACITY (ON-LINE SYSTEM)</b>  <b>The bidder must have an online courier management system in place to be used in the management of all IDC consignments. The bidder must provide links or screenshots from the system which talk to the respective system functionality.</b>	Comply	Partial	Not Comply	Substantiation
a) The system should enable IDC to place/ log a request for collection and/ or deliveries.				
b) The system should keep history of the past collections and/or deliveries for audit and information gathering purposes				
c) The bidder's system should enable IDC to track all consignments enroute to their respective destinations.				
d) The system should provide different IDC users with their own individual login details to access the IDC account (as opposed to single login details being used by all users).				
e) The system should have the ability to provide quotes for all documents or parcels requiring delivery.				
f) The system should be able to provide early alerts for any delays that fall outside the agreed SLA. This is to ensure that all affected parties are informed well in advance.				
g) Proof of delivery for all IDC consignments is needed at all times and therefore the system should be able to provide such proof once delivery has been made.				
h) The system should be able to generate waybills and pre-printed waybills where necessary.				
i) The system should be able to generate waybill activity reports, online statements and invoices.  <b>Please provide samples of the system generated billing and activity reports.</b>				
j) The system should enable the user to monitor courier spend throughout the month.				

5.2.3 BIDDERS CAPACITY (KEY ACCOUNT MANAGER)	Comply	Partially Comply	Not Comply
<p>The service provider must assign a Key Account Manager for the IDC account.</p> <p>The bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> <li>• CVs of the Key Account Manager; and the CV must clearly highlight areas of experience/ competence relevant to the tasks.</li> </ul> <p>Please refer to <b>Table (b) Annexure 7</b> of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.2.4 BIDDERS CAPACITY (PUBLIC HOLIDAY/ WEEKEND SERVICE)	Comply	Partially Comply	Not Comply
<p>The bidder must be able to render a full courier service over public holidays and weekends when required.</p> <p>Please clearly explain in detail how this will be achieved in all times. The details must include the following:</p> <ul style="list-style-type: none"> <li>• Process from scheduling a collection to delivery</li> <li>• Lead times per service</li> <li>• Service types;</li> <li>• Mode of transport;</li> <li>• Turnaround times;</li> <li>• Stakeholders involved in the handling and processing of consignments;</li> <li>• Security of the consignments from collection to delivery;</li> <li>• Contingency plans the bidder has in place against hijackings and loss;</li> <li>• Any other relevant detail in relation to courier services.</li> </ul>			
<b>Substantiate / Comments</b>			

<b>5.2.5 BIDDERS CAPABILITY (DOMESTIC COURIER SERVICES)</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
<p>The service provider is required to have capacity to provide domestic courier services to IDC (Head Office and all Regional Offices).</p> <p>The bidder must clearly explain how they will service IDC to ensure that national deliveries are always delivered within the agreed timelines at the IDC Head office and its regional offices as listed in Annexure 9 of this document. The proposal must include the following:</p> <ul style="list-style-type: none"> <li>• Process from scheduling a collection to delivery;</li> <li>• Lead time for collection;</li> <li>• Turnaround times from collection to delivery;</li> <li>• Courier service types offered for the specific IDC Office;</li> <li>• Mode of transport;</li> <li>• Stakeholders involved in the handling and processing of consignments;</li> <li>• Security of the consignments from collection to delivery;</li> <li>• Contingency plans the bidder has in place against hijacking and loss; and</li> <li>• Any other relevant detail in relation to domestic courier services.</li> </ul>			
<b>Substantiate / Comments</b>			

<b>5.2.6 BIDDERS CAPABILITY (INTERNATIONAL COURIER SERVICES)</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
<p>The bidder is required to have a well-established network internationally (including Rest of Africa) to be able to provide courier services to the IDC. The collection and delivery process should be within 2 to 5 working days.</p> <p>Using Australia as a basis, clearly explain the process for international courier services. The process must include the following:</p> <ul style="list-style-type: none"> <li>• Process from scheduling a collection to delivery;</li> <li>• Lead time for collection;</li> <li>• Turnaround times from collection to delivery;</li> <li>• Stakeholders involved in the handling and processing of consignments;</li> <li>• Security of the consignments from collection to delivery;</li> <li>• Any other relevant detail in relation to international courier services.</li> </ul>			
<b>Substantiate / Comments</b>			



5.2.7 BIDDERS CAPABILITY (DELIVERY VEHICLES)	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate their capacity to service the IDC in terms of delivery vehicles.</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> <li>• Vehicle types as the size of consignments may vary from time to time;</li> <li>• Security measures put around the vehicles e.g. locks etc.</li> </ul> <p>Please refer to Annexure 10 of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.2.8 METHODOLOGY AND APPROACH FOR OUTLYING AREAS	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed proposal of their approach of how the process will unfold from the time of collection to final delivery of consignments for outlying areas. <b>(Please use any outlying area as a basis for the proposal.)</b></p> <p>Please clearly explain in detail how this will be achieved in all times. The details must include the following:</p> <ul style="list-style-type: none"> <li>• Process from scheduling a collection to delivery</li> <li>• Lead times per service</li> <li>• Service types;</li> <li>• Mode of transport;</li> <li>• Turnaround times;</li> <li>• Stakeholders involved in the handling and processing of consignments;</li> <li>• Security of the consignments from collection to delivery and</li> <li>• Contingency plans the bidder has in place against hijackings and loss;</li> <li>• Any other relevant detail in to relation domestic courier services.</li> </ul>			
<b>Substantiate / Comments</b>			

5.2.9 BIDDER'S COMPLIANCE WITH POPI ACT	Comply	Partially Comply	Not Comply
<p>The bidder must explain in detail their plans or what they have in place to meet the requirements of the POPI Act No 4 of 2013.</p> <p><b>The bidder's proposal must include the following:</b></p> <ul style="list-style-type: none"> <li>• A process/ procedure for the protection of recipient's personal information (names, addresses and contact details) captured on their waybills (electronic and hardcopy), proof of deliveries and the online courier management system;</li> <li>• Retention and disposal policies/ procedures for recipient's information;</li> <li>• A process/ procedure for sharing of information in instances where third parties are used to provide courier services to the IDC on behalf of the bidder.</li> <li>• An agreement that is in place between the bidder and the third party that explains the third party's processes for: <ul style="list-style-type: none"> <li>○ Protection, sharing and access,</li> <li>○ Retention and disposal of recipient's information.</li> </ul> </li> <li>• How the bidder will ensure that recipient's information provided by the IDC to the bidder is solely used for the purpose for which it is provided to the bidder which is to effect delivery.</li> </ul>			
<b>Substantiate / Comments</b>			

## **SECTION 4: PRICE PROPOSAL**

## SECTION 4: 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 <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 bidders are required to provide their price proposal in accordance with the table below. For the purposes of this costing exercise, bidders must base their pricing on collection from our Sandton Head Office (19 Fredman Drive, Sandown, 2196). The indicated number of waybills per month is only an estimate based on the current service trends. The number of waybills per month will change depending on actual demand for service as it is indicated that the services will be required on a need basis.

Service	Destination	Charge for 2kg	Surcharge	Total Charge per Waybill	Number of Waybills per month	Monthly Cost (Excl. VAT)
Domestic: Same-day Express	Major Centre				5	
Domestic: Same-day Express	Regional/ Outlying Area				1	
Domestic: Overnight Express by 10h30	Major Centre				200	
Domestic: Overnight Express	Regional/ Outlying Area				93	
International Express	Australia				5	
<b>Total Monthly Cost (VAT Excl.)</b>						
<b>Annual Costs (VAT Excl.)</b>						
<b>Annual Escalation Percentage</b>						

Description	Estimated Cost (VAT Excl.) per Annum
Year 1	
Year 2	
<b>Estimated Total Cost of the Contract</b>	

**NB: International express rates exclude express and security surcharge, duties and taxes, and/or any customs penalties.**

## 9 DETAILED PRICE LIST

The bidder must provide a detailed Price List for all required services and any other additional service available in the bidder's service portfolio. Bidder's may submit a separate Price List other than completing the table below but the Price List must reflect all required services and the price elements indicate in the table below. The separate Price List must be clearly referenced.

Service Description	Destination	Charge for 1 <sup>st</sup> 2kg	Surcharge	

**Note: Destination should be indicated in terms of Major Centres or Regional/ Outlying Centres etc.**

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T09/03/18**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide courier services to the IDC at the following amount:

**R..... (Excluding VAT)**

**In words**

**R..... (Excluding VAT)**

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

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

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

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

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_  
\_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 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

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<b>1. TAX COMPLIANCE REQUIREMENTS</b>	
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.
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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
<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 2.3 ABOVE.</b>	

## 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

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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 is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**



trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

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

**YES / NO**

2.9.1 If so, furnish particulars.

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

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

**YES / NO**

2.10.1 If so, furnish particulars.

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

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

**YES/NO**

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## Annexure 5: Certificate of Independent Bid Determination

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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



**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





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

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IDC Office	IDC Office Address
IDC Head Office	19 Fredman Drive Sandton
Polokwane	Suite 18, Biccard Office Park, 43 Biccard Street
Rustenburg	1st Floor, Sunetco Building, 32B Heystek Street, Rustenburg.
Brits	Suite 108, Safari Centre, 28 Van Velden Street, Brits
Mafikeng	1B Mikro Plaza, cnr First Street/Bessemer Street, Industrial Sites Mahikeng
Cape Town	2817, 28th Floor ABSA Centre, 2 Riebeeck Street, Cape Town
Port Elizabeth	Southern Life Gardens, Block A (Ground), 70 2nd Avenue, Newton Park, Port Elizabeth
East London	2nd Floor Block B, Chesswood Office Park, 8 Winkley Street, Berea, East London
Durban	Suite 2101, 21st Floor, The Embassy Building, 199 Anton Lembede Street, Durban.
Pietermaritzburg	1st Floor ABSA Building, 15 Chatterton Road, Pietermaritzburg.
Nelspruit	The Maxsa Building, Suite 702, 7th Floor, 15 Ferreira Street, Mbombela, 1200
Upington	De Drift Plaza, Block 6, Olyvenhoutsdrift Settlement, Louisvale Avenue, Upington, 8800
Kimberley	Sanlam Business Complex, 13 Bishops Avenue, Kimberley, 8301
Mthatha	7 Sisson Street, Umtata
Emalahleni	Office unit 304, Section 95, Smokey Mountain Office Park, Route N4 Business Park, Ben Fleur x11, Emalahleni
Bloemfontein	Mazars Building, 46, 1st Avenue, Westdene, Bloemfontein

## Annexure 10: Vehicles List

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Number of Vehicles	Vehicle Types	Security Feature