



**T13/03/18**

**REQUEST FOR PROPOSAL FOR PEST  
CONTROL SERVICES AND RENTAL OF  
HYGIENE EQUIPMENT**

**A compulsory briefing session will be  
held at 10h00 am on Thursday 05 April  
2018 at the IDC Head Office Situated at  
19 Fredman Drive Sandton**

**BID CLOSING DATE: THURSDAY, 12  
APRIL 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>Ms Shirley Mampuru</u>
Telephone Number:	<u>+27 11 269 3583</u>
Email address:	<u><a href="mailto:shirleym@idc.co.za">shirleym@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 05 April 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, **T13/03/18: Request for proposal for Pest Control Services and rental of Hygiene Equipment** 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, 12 April 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
  - Annexure 9: Declaration Form for Local Content

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

### 13.2 Phase 2: Technical/ Functionality Evaluation

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

#### 13.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Other

Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

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

**13.2.2 Other Functional/ Technical Requirements**

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

<b>ELEMENT</b>	<b>WEIGHT</b>
BIDDER'S EXPERIENCE	50%
ON-SITE RESOURCE	20%
SITE TAKE OVER PLAN	30%
<b>TOTAL</b>	<b>100%</b>

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

**13.3 Phase 3: Preference Point System**

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

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

**14. Promotion of Emerging Black owned Service Providers**

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

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

## 1. Bid Pre-qualification criteria

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

- (a) Bidders must have a B-BBEE contributor status level of 1.
- (b) Bidders must subcontract a minimum of 50% to an Emerging Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% black owned, if the Bidder is not at least 51% black owned.

**The IDC will only consider a bid if the relevant bidder meets the applicable pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered 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 brand or product or service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2** Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3** Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. Background Information**

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The Industrial Development Corporation has its Head Office in 19 Fredman Drive, Sandown, Sandton, Johannesburg, with Regional offices in each South African province totalling 16 offices (13 Regional offices and 3 satellite offices). The Head Office comprises of two adjacently located buildings i.e. IDC 1 and IDC 2. Due to the various activities transpiring in the Corporations’ Head Office and Regional Offices across the country daily and the need to comply with regulations governing commercial establishments; the IDC seeks to appoint an experienced commercial hygiene and pest control services provider for their Head Office buildings to implement a comprehensive and professional Hygiene and Pest Control Services Management program.

The IDC prides itself in ensuring compliance to all legislated regulations of the country thus IDC seeks a professional Hygiene and Pest Control Services 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 bidder will also be expected to provide hygiene services equipment on a lease basis. All equipment provided by bidders must be stainless steel and must suit the corporate environment aesthetically.

The IDC Head Office buildings are referred to as IDC 1 and IDC 2; both buildings are an open plan office arrangement housing ±850 employees and have a combined 30 000 m<sup>2</sup> of floor space. The IDC 1 facility operates as the HUB of the IDC as it houses the main reception, majority of the IDC staff open plan workspace housing ± 700 employees, has a 1 000 seater Auditorium, a Crèche facility with playgrounds and has majority of the hosting service areas. The IDC 2 facility has a lesser floor space housing ± 130 employees as it consists of 3 storeys of open plan office workspace and an adjacent gymnasium facility.

### 3. Scope of Work/ Terms of Reference

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The service provider will be expected to render a comprehensive Hygiene Management and Pest Control service to IDC Head Office from a supply, installation and maintenance perspective. The following services are required:

#### 3.1 Pest Control Services

The service provider will be expected to render a comprehensive Pest Control service on a monthly basis from a control and maintenance perspective that will render the IDC free of any pest control challenges. The Pest Control Service entails the following:

- Monthly (**over weekends**) interior broad spectrum spray / gel treatment to be applied to IDC 1 with a floor space of 21 500m<sup>2</sup> and IDC 2 with a floor space of 3 500m<sup>2</sup>. The treatment must eliminate and control the infestation of the following pests:
  - Cockroaches;
  - Flies;
  - Fleas;
  - Spiders;
  - Ants;
  - Bugs;
  - Rodents; and Moths.
- Monthly (**over weekends**) supply and inspection of thirty (30) exterior bait stations to eliminate and control the infestation of Rodents.
- Unplanned pest invasions will be treated as chargeable ad-hoc service requests during the duration of the agreement, of which the contractor will make additional inspections and treatments to re-establish control.

#### 3.2 Hygiene Management Services

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

- Supply (on rental basis) and maintenance of new (unused) hygiene equipment (see list on Table 3.4 below),
- Weekly removal of sanitary waste and proper (as per legislated regulations) disposal thereof;
- Sanitise sanitary bins on a weekly basis;
- Provide an employee to conduct daily inspections and refill hygiene consumables i.e. provide one dedicated resource to be on site (Mon-Fri);
- Equip the deployed staff with the necessary working tools, safety equipment and Personal Protective Equipment (PPE);
- Disinfect/ sterilize urinal pans, hand basins, showers, gym steam room and toilet cistern monthly.
- Ensure that defective equipment will either be replaced or repaired within 24 hours from the time that such defective equipment is reported by the IDC and/or the Service Provider's staff;

- Ensure that equipment is properly maintained/ serviced in accordance with an agreed upon schedule between the IDC and the service provider;
- Ensure proper use and storage (maintaining proper record of movement of stored consumables and ensuring timely reporting to IDC management) of hygiene consumables;
- Ensure that any/ all damage to the property during the installation and removal of equipment is repaired.

**Note: The bidder must have the capability to supply all types of the required hygiene equipment and all required services.**

### 3.3 Deep Cleaning

This refers to specialised corrective/ restorative cleaning conducted on ablution, hygiene infrastructure and surfaces to remove unwanted elements that produce corrosiveness. This cleaning is periodic depending on the frequency and use of facilities.

The supplier will clean the following items monthly:

- Showers
- Basins
- Gym Steam Room
- Toilets Bowls (inside and outside)
- Urinals & pipes
- Walls and Floors

### 3.4 Hygiene Equipment

**The following itemised list is for equipment specifications to be provided for the rendering of the Hygiene Management services on a rental basis. All required equipment must be Stainless Steel based:**

Equipment Description		Specifications	Quantities
1	Sanitary Bags Container/ Holder	Wall mounted; with capacity to carry 50 sanitary bags	96
2	Sanitary Bin	Self-closing lid, must allow replacement of 50 micron sanibin polythene liner; size: 33cm (w) x19cm (d) x 60cm (h) or similar.	96
3	Seat Sanitizer Spray Dispenser	Wall mounted; with capacity to hold a 800ml sachet	126
4	Toilet Roll Dispenser (TR3)	Wall mounted, with capacity to hold 2 toilet rolls and it must be user friendly e.g. the holder should allow for easy flow/ dispensing of toilet paper)	126
5	Hand Wash Foam Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet.	144
6	Stainless steel Auto Hand Dryer	Must dry hands in 10-15 sec, 80% Energy Efficient	43



Equipment Description		Specifications	Quantities
7	Dish Wash Soap Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet	34
8	Air Freshener Dispenser	Fully automatic, must be for mist spray; wall mounted; with capacity to hold 250ml container	90
9	Hand Paper Towel Dispenser	Manual Operated; Wall Mounted; size: 34cm (w) x 20cm (d) x 38cm (h)	62
10	Paper Towel Bin	Wall Mounted; suitable for used paper towels in bathrooms and kitchens; size: 36cm (w) x 22.5cm (d) x 40cm (h)	62
11	Hand Sanitizer Dispenser	Wall mounted; with capacity to hold a 500ml bottle.	64
12	Body wash dispenser	Wall mounted; with capacity to hold a 1L Container.	35
13	Urinal Auto Flush (for water operated units only)	Wall mounted; with capacity to hold 800ml sachet	14

### 3.5 Consumables for IDC

The following are refill consumables that the service provider will be expected to keep stock onsite to ensure continuous provision of services. The storeroom facility will be provided by the IDC and the service provider will be charged with ensuring implementation of controls, management and compliance of the area to meet governing regulations:

	Description	Unit of Measure	Average Monthly Quantities
1	Sanitary Bags	1 Box (10 000)	4
2	Sanitary Bin Liners refill pack	Pack of 100	6
3	Seat Spray refill pack	Sachets 800ml	125
4	Toilet Roll refill	Bales	90
5	Hand Foam Soap refill pack	Sachets 800ml	33
6	Dish Wash Soap refill	5 Litre	10
7	Air Freshener refill pack	Cans 75ml	90
8	Hand Paper Towel refill	Bales	140
9	Paper Bin Liners refill pack	Pack of 100	20
10	Hand Sanitiser refill pack	Sachets 800ml	55
11	Body wash liquid soap refill pack	Sachets 1Litre	72
12	Urinal Mats	Box of 10	140
13	Urinal Auto flush refill pack	Sachets 800ml	20
14	Spray and Seat Disinfectant (Gymnasium)	500ml bottle	2
15	Eucalyptus Bottle Oil	50ml bottle	4

**Notes:**

1. The indicated quantities are average quantities based on the current usage. The monthly cost for the consumables will be based on actual usage. (Refill packs to last for 30 days)
2. All consumables proposed must be compatible for use with proposed equipment. Bidders should also indicate the fragrance options for Air Freshener, Soaps etc. The Industrial Development Corporation reserves the right to request samples for further assessments.

**4. Project Timelines**

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The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider’s performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

**5. Technical Evaluation Criteria**

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**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.

<b>5.1.1 Equipment, Consumables &amp; Certification</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder shall provide all general and specialist equipment required in the provision of this service.		
The bidder must supply only SABS approved equipment & bio-degradable (eco-friendly) chemicals.		
The bidder must supply new Stainless steel equipment.		
Bidder will provide fully automatic equipment where required in the spec		
The bidder must issue certification after each month’s service indicating that the service was completed including what chemicals were used.		
<b>Substantiate / Comments</b>		

<b>5.1.2 Staff Uniform and Personal Protective Equipment (PPE)</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the hygiene and pest control service.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.		
<b>Substantiate / Comments</b>		

<b>5.1.3 OHS COMPLIANCE</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must always ensure compliance with Occupational, Health and Safety Act.		
<b>Substantiate / Comments</b>		

<b>5.1.4 STATUTORY LABOUR REQUIREMENTS</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must always ensure compliance with all relevant statutory labour requirements and should include the following: <ul style="list-style-type: none"> <li>• Department of Labour requirements e.g. COIDA (<b>letter of good standing must be provided as part of the bid</b>) and UIF.</li> <li>• Relevant minimum wage determination specific to the sector.</li> </ul>		
<b>Substantiate / Comments</b>		

<b>5.1.5 PUBLIC LIABILITY INSURANCE</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder is responsible to ensure that adequate Public Liability and Contractors All Risk Insurance is maintained during the course of the contract. The bidder must provide a minimum of R 1 000 000 Public Liability and R 1 000 000 Contractors All Risk Insurance. The insurance requirement will be effective upon appointment of the successful bidder.		
<b>Substantiate / Comments</b>		

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

## 5.2 Technical Requirements

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

5.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must have relevant experience in providing Pest Control and Hygiene Services in a corporate office building.</p> <p>The bidder must provide at least <b>three (3) references</b> of similar work done in corporate office building in the past five years. <b>Please refer to Table (a) Annexure 7</b> of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.2.2 ON-SITE RESOURCE	Comply	Partially Comply	Not Comply
<p>The personnel to be deployed on IDC site (Mon-Fri) must have relevant experience in hygiene services.</p> <p>The personnel must have experience and skill in the following:</p> <ul style="list-style-type: none"> <li>• Computer literacy;</li> <li>• Administration;</li> <li>• Inventory/ stock management;</li> <li>• Knowledge in hygiene equipment.</li> </ul> <p>Please refer to <b>Table (b) of Annexure 7</b> of this document for details to be provided.</p> <ul style="list-style-type: none"> <li>• CVs of the proposed on-site resource must be accompanied by relevant training certificates.</li> </ul>			
<b>Substantiate / Comments</b>			

5.2.3 SITE TAKE OVER PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site take over.</p> <p>The bidder must provide a site take-over plan. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Overall site take-over process, including related timelines</li> <li>• Readiness i.e. mobilisation of equipment; sourcing of hygiene equipment, consumables and uniforms etc.)</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

#### 8.1 Pest Control Service Fee

Description	Monthly Service Fee (VAT Excl.)	Total Service Fee (VAT Excl.) per Annum
Weekend Pest Control Service Fee: IDC 1 @ 21 500 m <sup>2</sup>	R	R
Weekend Pest Control Service Fee: IDC 2 @ 3 500 m <sup>2</sup>	R	R
Supply and inspection of 30 exterior bait stations	R	R
<b>Total Annual Fee – Year 1</b>		
<b>Total Annual Fee – Year 2</b>		
<b>Total Annual Fee – Year 2</b>		
<b>Sub-Total (A) (VAT Excl.)</b>	R	R

**Note:** The fixed monthly service fee should comprehensively reflect the IDC requirements for the pest control service; covering all elements required for the provision of the service. The fee must cover the following but not limited to elements such as: labour, management, consumables, equipment and tools, uniform, PPE and any statutory requirements.

<b>Cost for Pest Control Service Fee (A) (VAT Excl.)</b>	
--	--

## 8.2 IDC 1 Building - Kindoc

### 8.2.1 Hygiene Service Fee

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Service Fee	Year 1		
	Year 2		
	Year 3		
<b>Sub-Total (B) (VAT Excl.)</b>			

**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, on-site resource, removal of sanitary bins and disposal thereof, PPE, any statutory requirement overall management of service.**

### 8.2.2 Equipment Rental for IDC 1 Building

Equipment Description	Specifications	IDC 1 Quantities	Monthly Rental per item	Total Monthly Rental fee	Annual Rental Fee (VAT Excl.)
1 Sanitary Bags Container/ Holder	Wall mounted; with capacity to carry 50 sanitary bags	80			
2 Sanitary Bin	Self-closing lid, must allow replacement of 50 micron sanibin polythene liner; size: 33cm (w) x19cm (d) x 60cm (h) or similar.	80			
3 Seat Sanitizer Spray Dispenser	Wall mounted; with capacity to hold a 800ml sachet	102			
4 Toilet Roll Dispenser (TR3)	Wall mounted, with capacity to hold 2 toilet rolls and it must be user friendly e.g. the holder should allow for easy flow/ dispensing of toilet paper)	102			
5 Hand Wash Foam Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet.	120			
6 Stainless steel Auto Hand Dryer	Must dry hands in 10-15 sec, 80% Energy Efficient	30			
7 Dish Wash Soap Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet	30			



8	Air Freshener Dispenser	Fully automatic, must be for mist spray; wall mounted; with capacity to hold 250ml container	78			
9	Hand Paper Towel Dispenser	Manual Operated; Wall Mounted; size: 34cm (w) x 20cm (d) x 38cm (h)	50			
10	Paper Towel Bin.	Wall Mounted; suitable for used paper towels in bathrooms and kitchens; size: 36cm (w) x 22.5cm (d) x 40cm (h)	50			
11	Hand Sanitizer Dispenser	Wall mounted; with capacity to hold a 500ml bottle.	40			
12	Body wash dispenser	Wall mounted; with capacity to hold a 1L Container.	22			
13	Urinal Auto Flush (for water operated units only)	Wall mounted; with capacity to hold 800ml sachet	11			
<b>Total Annual Rental Fee - Year 1</b>						
<b>Total Annual Rental Fee - Year 2</b>						
<b>Total Annual Rental Fee - Year 3</b>						
<b>Sub-Total C (VAT Excl.)</b>						

### 8.2.3 Consumables

Description		Unit of Measure	IDC 1	Unit price	Monthly Cost	Annual Cost (Excl. VAT)
1	Sanitary Bags	1 Box (10 000 per box)	3			
2	Sanitary Bin Liners refill pack	Pack of 100	5			
3	Seat Spray refill pack	Sachets 800ml	102			
4	Toilet Roll refill	Bales	60			
5	Hand Foam Soap refill pack	Sachets 800ml	15			
6	Dish Wash Soap refill	5 Litre	7			
7	Air Freshener refill pack	Cans 75ml	78			
8	Hand Paper Towel refill	Bales	100			
9	Paper Bin Liners refill pack	Pack of 100	14			

Description		Unit of Measure	IDC 1	Unit price	Monthly Cost	Annual Cost (Excl. VAT)
10	Hand Sanitiser refill pack	Sachets 800ml	40			
11	Body wash liquid soap refill pack	Sachets 1Litre	12			
12	Urinal Mats	Box of 10	100			
13	Urinal Auto flush refill pack	Sachets 800ml	17			
14	Spray and Seat Disinfectant (Gymnasium)	500ml bottle	3			
15	Eucalyptus Bottle Spray	50ml bottle	4			
<b>Total Annual Rental Fee - Year 1</b>						
<b>Total Annual Rental Fee - Year 2</b>						
<b>Total Annual Rental Fee - Year 3</b>						
<b>Sub-Total D (VAT Excl.)</b>						

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

<b>Total Cost for IDC1 (B+C+D) (VAT Excl.)</b>	
--	--

## 8.2 IDC 2 – Dymson

### 8.2.1 Service Fee for IDC 2

Description		Fixed Monthly Service Fee (VAT Excl.)	Total Cost per Annum (VAT Excl.)
Service Fee	Year 1		
	Year 2		
	Year 3		
<b>Sub-Total (E) (VAT Excl.)</b>			

**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, full time on-site resource, removal of sanitary bins and disposal thereof, PPE, any statutory requirement overall management of service.**

## 8.2.2 Equipment Rental

Equipment Description		Specifications	IDC2 Quantities	Monthly Rental per item	Total Monthly Rental fee	Annual Rental Fee (VAT Excl.)
1	Sanitary Bags Container/ Holder	Wall mounted; with capacity to carry 50 sanitary bags	16			
2	Sanitary Bin	Self-closing lid, must allow replacement of 50 micron sanibin polythene liner; size: 33cm (w) x19cm (d) x 60cm (h) or similar.	16			
3	Seat Sanitizer Spray Dispenser	Wall mounted; with capacity to hold a 800ml sachet	24			
4	Toilet Roll Dispenser (TR3)	Wall mounted, with capacity to hold 2 toilet rolls and it must be user friendly e.g. the holder should allow for easy flow/ dispensing of toilet paper)	24			
5	Hand Wash Foam Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet.	24			
6	Stainless steel Auto Hand Dryer	Must dry hands in 10-15 sec, 80% Energy Efficient	13			
7	Dish Wash Soap Dispenser	Manual Operated; Wall Mounted; with capacity to hold 800ml sachet	4			
8	Air Freshener Dispenser	Fully automatic, must be for mist spray; wall mounted; with capacity to hold 250ml container	12			
9	Hand Paper Towel Dispenser	Manual Operated; Wall Mounted; size: 34cm (w) x 20cm (d) x 38cm (h)	12			
10	Paper Towel Bin.	Wall Mounted; suitable for used paper towels in bathrooms and kitchens; size: 36cm (w) x 22.5cm (d) x 40cm (h)	12			
11	Hand Sanitizer Dispenser	Wall mounted; with capacity to hold a 500ml bottle.	24			

12	Body wash dispenser	Wall mounted; with capacity to hold a 1L Container.	13			
13	Urinal Auto Flush (for water operated units only)	Wall mounted; with capacity to hold 800ml sachet	3			
<b>Total Annual Rental Fee - Year 1</b>						
<b>Total Annual Rental Fee - Year 2</b>						
<b>Total Annual Rental Fee - Year 3</b>						
<b>Sub-Total F (VAT Excl.)</b>						

### 8.2.3 Consumables

Description		Unit of Measure	Quantity	Unit price	Monthly Cost	Annual Cost (Excl. VAT)
1	Sanitary Bags	1 Box (10 000)	1			
2	Sanitary Bin Liners refill pack	Pack of 100	1			
3	Seat Spray refill pack	Sachets 800ml	23			
4	Toilet Roll refill	Bales	30			
5	Hand Foam Soap refill pack	Sachets 800ml	18			
6	Dish Wash Soap refill	5 Litre	3			
7	Air Freshener refill pack	Cans 75ml	12			
8	Hand Paper Towel refill	Bales	40			
9	Paper Bin Liners refill pack	Pack of 100	6			
10	Hand Sanitiser refill pack	Sachets 800ml	15			
11	Body wash liquid soap refill pack	Sachets 1Litre	60			
12	Urinal Mats	Box of 10	40			
13	Urinal Auto flush refill pack	Sachets 800ml	3			
14	Spray and Seat Disinfectant (Gymnasium)	500ml bottle	2			
15	Eucalyptus Oil	50ml bottle	4			
<b>Total Annual Rental Fee - Year 1</b>						
<b>Total Annual Rental Fee - Year 2</b>						
<b>Total Annual Rental Fee - Year 3</b>						
<b>Sub-Total G (VAT Excl.)</b>						

**Note: The indicated quantities are average quantities based on the current usage. The monthly cost for consumables will be based on actual usage. (Refill packs to last for 30 days)**

<b>Total Cost for IDC2 (E+F+G) (VAT Excl.)</b>	
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<b>Total Bid Price (A + B+C+D+E+F+G) (VAT Excl.)</b>	
--	--

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T13/03/18**, the General Conditions, and all other Annexures to the RFP Document, we offer for the provision of Pest Control Services and the Rental of Hygiene Equipment for the IDC at the cost provided in Section 4 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 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 *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:

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<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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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:

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<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

## Annexure 7: Shareholders and Directors Information

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[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
<b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b>				

**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 bidder's proposed on-site supervisory personnel (please refer to par 5.2.2 of Section 2 of this RFP document):**

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



## **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.

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

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

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

**2. General Conditions**

- 2.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 2.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

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

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

### 3. Definitions

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

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

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

3.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

3.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

3.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

3.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

3.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

3.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

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

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

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

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

**IN RESPECT OF BID NO.** .....

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

NB

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

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

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

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

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

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

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

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

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

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

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