



T18/07/17

**REQUEST FOR PROPOSAL FOR
PREVENTATIVE MAINTENANCE OF
CCTV SURVEILLANCE SYSTEM**

**COMPULSORY SITE INSPECTION WILL
BE HELD AS FOLLOWS:**

DATE: 28 JULY 2017

VENUE: IDC HEAD OFFICE 19

FREDMAN DRIVE SANDTON

TIME: 11H00 AM

**BID CLOSING DATE: TUESDAY, 08
AUGUST 2017 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

2. Enquiries

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

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

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 02 August 2017**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

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

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T18/07/17: Request for Proposal for Preventative Maintenance of CCTV Surveillance System**. 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 Tuesday, 08 August 2017**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

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

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's 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

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

8. IDC's Rights

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

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. 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.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 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; bidders who fail to comply with FICA requirements;
- 10.1.6 bidders who fail to attend a compulsory Site Inspection as stipulated in the tender advert and/ or in this RFP document.

11. Local Production and Content

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

12. Response Format (Returnable Schedules)

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

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

12.2 Schedule 1:

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

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

12.3 Schedule 2

12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);

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 Latest Audited Financial Statement

12.3.9 Response to Annexure 6: BEE Commitment Plan

12.3.10 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).

12.3.11 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

12.4 Schedule 3:

12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 5 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

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, 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 12.3.3 above
 - BEE Status Certification as referenced in 12.3.10 above
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Invitation to Bid
 - 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: Specific Conditions of Bid or Prequalification Criteria for preferential procurement**

Bid responses will be evaluated in accordance with the Specific Conditions of Bid as specified under Section 2 of this tender.

- 13.3 Phase 3: 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 may lead to disqualification, and may not be considered for further evaluation on the Non-Mandatory 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:

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE	25
PROJECT PLAN FOR ONCE OFF PROJECT	15
QUALIFICATIONS AND SKILLS OF THE TECHNICIANS	30
SITE VISITS	30
TOTAL	100%

Note: Bidders who score 49 points out of 70 points (70%) or more in total in functional/technical requirements will be shortlisted for site visit.

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

13.4 **Phase 3: Preference Point System**

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

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100 points

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

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include

the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SPECIFIC CONDITION OF BID

1. Bid Pre-qualification criteria

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

FUNCTIONAL REQUIREMENTS SPECIFICATION

2. Special instructions to bidders

- 2.1 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.
- 2.2 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.
- 2.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

3. Background Information

- 3.1 The IDC at its Head Office in Sandton and all Regional Offices nationwide has implemented CCTV Surveillance System comprising of Samsung analogue, Geovision, Avigilon and Bosch software. These software are running on analogue and IP cameras from various brands. The IDC is planning to reduce the number of current cameras by implementing 360 degrees cameras and replace Samsung, Geovision and Bosch with Avigilon software.

Both IDC Head Office and Regional Offices are connected via IDC IT network and monitored centrally at the security control room at IDC Head Office. Backups are managed by the IDC IT Department.

- 3.2 The table below shows the number of equipment for IDC Head office (19 Fredman Drive, Sandown):

No	Building/equipment	IDC1	IDC2	Grand Total
1.	Geovision IP Cameras	55	0	
2.	Avigilon IP Cameras	15	0	
3.	Arecont Vision IP Cameras	6	0	
4.	Vivotek IP Cameras	21	7	

No	Building/equipment	IDC1	IDC2	Grand Total
5.	Avtech IP Cameras	11	5	441
6.	Spartan IP Cameras	5	0	
7.	Hickvision IP Cameras	0	4	
8.	Samsung Analogue Cameras	264	48	
9.	Geovision NVR	3	0	3
10.	Avigilon Encoders	36	0	36
11.	Avigilon NVR	7	0	7
12.	Samsung DVR	7	3	10

3.3 The table below shows the number of equipment per IDC regional office:

IDC Regional Office	IDC Regional Office Address	CCTV Monitors	Avigilon NVR	Bosch DVR	Avigilon Encoders	Avigilon Cameras	Samsung Cameras
Polokwane	Suite 18, Biccard Office Park, 43 Biccard Street	1	1	0	2	0	10
Rustenburg	1st Floor, Sunetco Building, 32B Heystek Street, Rustenburg.	1	1	0	2	0	9
Brits	Suite 108, Safari Centre, 28 Van Velden Street, Brits	1	1	0	0	8	0
Mafikeng	1B Mikro Plaza, cnr First Street/Bessemer Street, Industrial Sites Mahikeng	1	1	0	2	0	7
Cape Town	2817, 28th Floor ABSA Centre, 2 Riebeeck Street, Cape Town	1	1	0	1	4	2
Port Elizabeth	Southern Life Gardens, Block A (Ground), 70 2nd Avenue, Newton Park, Port Elizabeth	1	1	0	2	0	0
East London	2nd Floor Block B, Chesswood Office Park, 8 Winkley Street, Berea, East London	1	1	0	2	0	7
Durban	Suite 2101, 21st Floor, The Embassy	1	1	0	3	0	9

IDC Regional Office	IDC Regional Office Address	CCTV Monitors	Avigilon NVR	Bosch DVR	Avigilon Encoders	Avigilon Cameras	Samsung Cameras
	Building, 199 Anton Lembede Street, Durban.						
Pietermaritzburg	1st Floor ABSA Building, 15 Chatterton Road, Pietermaritzburg.	1	0	1	0	0	7
Nelspruit	The Maxsa Building, Suite 702, 7th Floor, 15 Ferreira Street, Mbombela, 1200	1	0	1	0	12	0
Upington	De Drift Plaza, Block 6, Olyvenhoutsdrift Settlement, Louisvale Avenue, Upington, 8800	1	1	0	0	7	0
Kimberley	Sanlam Business Complex, 13 Bishops Avenue, Kimberley, 8301	2	0	1	0	0	10
Mthatha	7 Sisson Street, Umtata	1	1	0	0	4	0
Emalahleni	Office unit 304, Section 95, Smokey Mountain Office Park, Route N4 Business Park, Ben Fleur x11, Emalahleni	1	1	0	0	9	0
Bloemfontein	Mazars Building, 46, 1st Avenue, Westdene, Bloemfontein	1	0	1	0	0	12
Grand Total		16	12	4	14	44	73

4. Scope of Work

The successful service provider will be responsible for the provision of preventative maintenance service on a quarterly basis at the Head Office and the Regional Offices. The bidder will be required to respond to system faults on unlimited call outs. The bidder will also be responsible for supply and installation of new equipment and parts on an ad hoc basis at all IDC Offices subject to IDC approval. The successful service provider will also be required to complete once off projects as detailed on 3.2.

4.1 Preventative Maintenance

The table below indicates the maintenance program:

No	Item	Description
1	Network Video Recording (NVR)	<ul style="list-style-type: none"> • Check if date and time are correct in menu setup and correct for any faults. • View quality of playback/retrieved images to ensure that recording has taken place. • Check functionality and clean exterior of NVR. • Verify the recording time and date of NVR. • Check functionality and clean exterior of remote viewer. • Clean and adjust cameras. • Defrag drives.
2	CCTV Cameras and Housing	<ul style="list-style-type: none"> • Inspecting field of view for desired coverage. • Focusing camera correctly on points. • Adjust and clean cameras. • Check general condition of wiring (damage, burnt, lose). • Backup and restore CCTV data. • Archive off site
3	CCTV Monitors	<ul style="list-style-type: none"> • Check functionality and clean exterior. • Check and clean passes. • Check general condition of wiring (damage, burnt, lose). • Check functionality of wireless keyboard, mouse and battery run time.
4	CCTV PC	Inspect the software loaded on the server. Check that the licence is still valid and upgrade software which are offered free of charge or inform IDC of financial implications for approval.

4.2 Once Off project

The appointed bidder will be required to complete once off project as per below within 2 months from appointment date

- Supply and installation of Avigilon 360 degree cameras to ensure reduction of current quantity as per IDC specifications (bill of quantity provided –Table D and E, section 3).
- Removal of 90 existing cameras
- Supply and installation of Avigilon HD-NVR3-PRM-137TB to enhance security backup system (bill of quantity provided –Table F section 3).
- Upgrade Licenses to move the Current Avigilon Software version from Core to Standard (bill of quantity provided –Table G section 3).
- Upgrading of Bosch DVRs at 6 IDC Regional offices to Avigilon NVRs (IDC East London, IDC Port Elizabeth, IDC Pietermaritzburg, IDC Bloemfontein, IDC Kimberley and IDC Nelspruit) (bill of quantity provided –Table H section 3)
- Commissioning and Training to 6 IDC employees

4.3 Supply and installation of new equipment and parts on an ad hoc basis for a period of 5 (five) years. Bidders must populate the pricing schedule **table J**

4.4 The bidder must have ability to respond and attend to emergency calls on ad hoc basis as per 6.1.4 and 6.1.5 below.

5. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and complete the once off project within two months 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.

6. Technical Evaluation Criteria

6.1 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.

6.1.1 REGISTRATION WITH PSIRA	Comply	Not Comply
<p>The bidder must be registered with PSIRA.</p> <p>The bidder must attach a copy of valid operating Private Security Industry Regulatory Authority (PSIRA) certificate for the company and all company directors in line with industry circular issued by PSIRA i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.</p> <p>In instances where the bidder is partnering or subcontracting any work to another bidder the partner or the subcontractor must attach a copy of a valid PSIRA certificate in line with industry circular as per above.</p> <p>Failure to attach copies of the above will lead to disqualification.</p>		
Substantiate / Comments		

6.1.2 AVIGILON ACCREDITATION	Comply	Not Comply
<p>The bidder and / or its technicians must be certified or accredited to work on Avigilon systems.</p> <p>Please attach proof in the form of a certificate issued in the name of the company or resources allocated to this project.</p>		
Substantiate / Comments		

6.1.3 CONTRACT MANAGEMENT	Comply	Not Comply
<p>The bidder must appoint a representative (Account Manager) to manage the contract and such appointee shall attend monthly meetings with IDC representatives.</p> <p>Note: The company representative must be on a high management level (e.g. Area Manager/ Regional Manager/ Operational Manager/ Director Operations).</p>		
Substantiate / Comments		

6.1.4 SERVICE PROVIDERS RESOLUTION TO SEVERITY 1 PROBLEM	Comply	Not Comply
<p>The bidder must resolve a severity 1 problem within 4 hours of call by the IDC</p> <p>A severity 1 problem is defined as a problem where the failure is impacting the normal business activities of the IDC e.g. fault on a NVR or camera that is installed in a strategic area such as IT server room, Executive Area, Procurement Facilities, Reception Area etc.</p>		
Substantiate / Comments		

6.1.5 SERVICE PROVIDERS RESOLUTION TO SEVERITY 2 PROBLEM	Comply	Not Comply
<p>The bidder must resolve a severity 2 problem within 24 hours of call by the IDC.</p> <p>A severity 2 problem is defined as a problem where the system is malfunctioning which may lead to system failure.</p>		
Substantiate / Comments		

6.1.6 SITE TAKE OVER	Comply	Not Comply
<p>The bidder must have the capability to take over the site immediately and provide an assessment report to IDC within 30 days from awarding. The assessment must include any risks, deficiencies and recommendation.</p> <p>Bidder must provide a methodology on how the site take over assessment will be done.</p>		
Substantiate / Comments		

6.1.7	KEY REQUIREMENTS TO RENDER MAINTENANCE SERVICES	Comply	Not Comply
6.1.7.1	The bidder must ensure that technicians allocated to the project have valid PSIRA certificates i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015. Certificates must be submitted to IDC within 30 days after contract awarded.		
6.1.7.2	The bidder must ensure that criminal record checks will be done on technicians deployed at the IDC and company directors at least once in a year by the SAPS; proof to be provided and kept on site file. If found to be involved in criminal activities, the technician will not be allowed to work at the IDC.		
6.1.7.3	The bidder will be required to comply with the requirement of the State Security Agency (SSA) for the security screening process to be conducted on each company director/owners. If the bidder has already been screened by the SSA, the bidder must submit the screening certificate/ report. In instances where the bidder’s SSA screening results are negative the IDC reserves the right not to appoint the service provider.		
6.1.7.4	The bidder must ensure that a site file with systems drawings, cable layouts, software upgrade keys and asset register is kept at the IDC Head Office for the duration of the contract.		
6.1.7.5	The bidder must ensure that after appointment it has taken out sufficient public liability insurance to cover any negligence and/or damages whilst they provide services to the IDC.		
6.1.7.6	The bidder will be required to provide a service schedule to be approved by the IDC before work commencement		
6.1.7.7	The bidder must ensure all services will be rendered in accordance with IDC Service Standard and maintenance programme e.g. ensure that cables are labelled and are on cable tray all times, cameras are cleaned and adjusted correctly to the points. Refer to paragraph 4.1		
6.1.7.8	The IDC considers the information captured by the CCTV system, such as the footage/recordings from the cameras, as “Personal Information” according to Protection of Personal Information Act (“POPI”). Bidder must ensure that such information is afforded protection as required by POPI and therefore deemed confidential and should only be used for the purposes of the service and cannot be shared with any other party except for IDCs purposes.		
6.1.7.9	The bidder should ensure that the Cameras and related equipment does not enable sound.		

6.2 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.

6.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in rendering maintenance services on Avigilon CCTV Systems within the past five (5) years.</p> <p>The bidder must provide two (2) relevant contactable references for organisations where the bidder has rendered maintenance service on Avigilon CCTV System that consist of at least 120 cameras and have minimum three (3) months backup recording.</p> <p>Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p> <p>Note: The IDC reserve the right to conduct reference checks.</p>			
Substantiate / Comments			

6.2.2 PROJECT PLAN FOR ONCE OFF PROJECT	Comply	Partially Comply	Not Comply
<p>The bidder must provide its approach and implementation plan on the once-off upgrade project which should be completed within a period of two months. The plan must detailed and may include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Activities and tasks • Timeframes • Deliverables • Management of contingencies / incidental costs (if applicable) 			
Substantiate / Comments			

6.2.3 QUALIFICATIONS AND SKILLS OF THE TECHNICIANS	Comply	Partially Comply	Not Comply
<p>The bidder's technicians to be deployed at IDC must have relevant qualifications, skills and experience.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to Table (b) Annexure 7 of this document for the format in which the required information must be provided. • CVs of the technicians; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks. • Technicians allocated to the project must have minimum of three (3) years' experience working with the Avigilon CCTV system must have the relevant skills, knowledge and expertise to install, maintain and service the Avigilon CCTV Surveillance System. Certificate on Avigilon CCTV system training may be requested. 			
Substantiate / Comments			

6.2.4 SITE VISITS

The IDC will undertake site visits to at least one of the client of the shortlisted bidder's referenced clients to ascertain the quality of work provided by the bidder. The necessary arrangements will be made accordingly and the bidder should be available for the site visit. The Site Visit will include but not limited to the following:

5.2.4 SITE VISITS	Points
Checking the type of CCTV system installed	2
Inspect security rack for connectivity/installation	2
Checking the cleanness of the cameras	3
Check existence of the Control Room	2
Check picture quality on the monitoring screens	8
Check ability to retrieve footages from the backup system. Client/Bidder to demonstrate that backup can be done	8
Interview with the client on quality of service rendered by the bidder	5

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

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

3 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.

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

5

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

6

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

7

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

8 COSTING MODEL

8.1 PREVENTATIVE MAINTENANCE

Table A Preventative Maintenance: (IDC1)

Description	Quarterly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Year 1		
Year 2		
Year 3		
Sub-Total (Table A) (VAT Excl.)		

Table B Preventative Maintenance: (IDC2)

Description	Quarterly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Year 1		
Year 2		
Year 3		
Sub-Total (Table B) (VAT Excl.)		

Table C Preventative Maintenance: Regional Offices

Description	Quarterly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Year 1		
Year 2		
Year 3		
Sub-Total (Table C) (VAT Excl.)		

Note: The Maintenance cost (fixed quarterly fee) for all offices must include system faults on unlimited call outs. Related disbursements must also be incorporated in the fixed quarterly fee as well.

8.2 Once – Off Projects for Avigilon 360 degree cameras (Note: The IDC will provide cabling for these once off project.)

Table D Supply and delivery of new Avigilon 360 degree cameras IDC1Head Office)

	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Avigilon System				
1.	Avigilon Fisheye 12W-H3-4MH-DO1: 12.0 Megapixel WDR HD Day/Night Outdoor Dome, IK10, Surface including 1 year manufacture warranty.	36		
2.	ACC-6 Enterprize HD NVMS for 1-CH Video + Unlimited Clients including 1 year manufacture warranty.	36		
Sub-Total (Table D) (VAT Excl.)				

Table E Supply and delivery of new Avigilon 360 degree cameras (IDC 2 Head Office)

	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Avigilon Fisheye 12W-H3-4MH-DO1: 12.0 Megapixel WDR HD Day/Night Outdoor Dome, IK10, Surface including 1 year manufacture warranty	12		
2	ACC-6 Enterprize HD NVMS for 1-CH Video + Unlimited Clients including 1 year manufacture warranty.	12		
Sub-Total (Table E) (VAT Excl.)				

Table F Supply and delivery of new security backup system

	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Avigilon HD-NVR3-PRM-137TB, High performance of up to 1670 Mbps of total throughput, Hot-swappable components maintain video recording and playback operations even in the event of multiple component failures, Separation of operating system and video storage volumes to enable independent, non-disruptive maintenance (Rack-Mount with RAID-6 + keyboard + mouse + rails) including 1 year manufacture warranty.	3		
Sub-Total (Table F) (VAT Excl.)				

Table G Upgrade Licenses to move the Current Avigilon Software version from Core to Standard.

	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	ACC 6 upgrade license Core to Standard for 1 camera channel	240		
2	Upgrade ACC-5 to ACC-6 standard on Avigilon NVRs	7		
Sub-Total (Table G) (VAT Excl.)				

Table H Upgrading of Bosch DVR's to Avigilon NVR's (Regional Offices)

NO.	Regional offices	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Bloemfontein	HD PoE NVR8-Channel - Shelf/Desktop Mount. 1 x HDD Slot	1		
		CCTV Surveillance Hard Disk Drive (SV), 2000 giga byte	3		
		4-Port H.264 Analog Video Encoder with 4-CH Audio I/O	1		
		ACC-6 HD NVMS for 1-CH Video + 2 Clients core	3		
2	Kimberly	HD PoE NVR8-Channel - Shelf/Desktop Mount. 1 x HDD Slot	1		
		CCTV Surveillance Hard Disk Drive (SV), 2000 giga byte	3		
		4-Port H.264 Analog Video Encoder with 4-CH Audio I/O	1		
		ACC-6 HD NVMS for 1-CH Video + 2 Clients core	3		
3	Nelspruit	HD PoE NVR8-Channel - Shelf/Desktop Mount. 1 x HDD Slot	1		
		CCTV Surveillance Hard Disk Drive (SV), 2000 giga byte	3		
		4-Port H.264 Analog Video Encoder with 4-CH Audio I/O	1		
		ACC-6 HD NVMS for 1-CH Video + 2 Clients core	3		
4	Pietermaritzburg	HD PoE NVR8-Channel - Shelf/Desktop Mount. 1 x HDD Slot	1		
		CCTV Surveillance Hard Disk Drive (SV), 2000 giga byte	3		
		4-Port H.264 Analog Video Encoder with 4-CH Audio I/O	1		
		ACC-6 HD NVMS for 1-CH Video + 2 Clients core	3		

NO.	Regional offices	Description	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
5	Port Elizabeth, East London, Polokwane, Brits, Rustenburg, Durban, Upington, Mafikeng, Emalehleri, Umthata, Cape Town,	Upgrade ACC-5 to ACC-6 standard on Avigilon NVRs Note: IDC will provide connectivity to the regional offices for the upgrade from the Head Office.	11		
Sub-Total (Table H) (VAT Excl.)					

Table I Installation fees for once of project

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
IDC1 Building (Head Office) equipment installation				
IDC2 Building (Head Office) equipment installation				
Enhance security backup system Installation				
Upgrading Licenses to move the current Avigilon Software version from Core to Standard.				
Regional Offices: Upgrading of				

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Bosch DVR's to Avigilon NVR's.				
Removal of 90 existing cameras				
Commissioning and operational/ user Training to 6 IDC employees				
Incidental Costs (if applicable)				
Sub-Total (Table I) (VAT Excl.)				

Note: Bidders are required to provide supporting information on any incidental costs which may be incurred during the installation of the once-off project and should fully describe the circumstances under which such costs may be incurred.

Table J Supply of (Equipment on Ad-hoc basis)

The preferred bidders will be required to supply and deliver equipment on a need basis (ad-hoc). For evaluation purposes, bidders are required to provide prices for the following items. The quantities reflected below are only estimates based on the current trends. **Prices must be valid for the first 12 months of the duration of the contract.**

Description	Product Code	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
CCTV Server Keyboard (Wireless)	KEYBOARD	3		
CCTV Server Mouse (Wireless)	MOUSE	3		
CCTV server with dual flat screen monitor outputs	CD51-2	3		
CCTV LCD monitor 46"	FWD-46B2	2		
CCTV LCD monitor 42"	FWD-42B2	2		
CCTV LCD monitor 32"	FWD-32B1	2		
CCTV LCD monitor 24"	SSM-L24F1	2		
D-Link PoE Managed (Layer	POE SWITCH-8	4		

Description	Product Code	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
2) Network Switch 8 Port				
D-Link PoE Managed (Layer 2) Network Switch 16 Port	POE SWITCH-16	4		
D-Link Managed (Layer 2) Network Switch 24 Port	DGS-1210-28P	4		
D-Link CCTV NAS Storage Unit	CCTV STORAGE	4		
12V DC Power Supply Unit, 9 Way	PS64-2	10		
24V AC Power Supply Unit	PSU-24VAC-6A	10		
CAT5e Cable (per meter)	CAB-UTP4/C5E	2000m		
CAT6 Cable (per meter)	CB66	2000m		
CCTV Fibre				
CCTV Fibre 8 core central loose tube complete with accessories per meter (p/m)	CT09SJNA08BK-L	2000m		
CCTV Fibre Splicing	SPLICING	8		
Basic CCTV fibre optic tool kit	F1-0053AIR	5		
25mm Bosal Conduit plus all accessories	BOSAL 25mm	2000m		
20mm Bosal Conduit plus all accessories	BOSAL 20mm	2000m		
25mm PVC Conduit plus all accessories	PVC25mm	2000m		
20mm PVC Conduit plus all accessories	PVC20mm	2000m		
CCTV Surveillance Hard Disk Drive (SV), 3000 giga byte	SV3000	10		
CCTV Surveillance Hard Disk Drive (SV), 2000 giga byte	SV2000	10		
6U DVR Rack	6U DVR Rack	3		
12U DVR Rack	12U DVR Rack	3		
15U DVR Rack	15U DVR Rack	3		
42U DVR Rack	42U DVR Rack	3		
Switch Gigabit PoE Max 10-Port (Cisco) 8-Port POE 2-Port SFP (124W) 20Gbps	S8	5		

Description	Product Code	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Switch Gigabit L2 24-Port 802.3at PoE 4-Port SFP shared (400W) Stackable 68Gbps	SGSW-24040HP	5		
Avigilon Licenses				
ACC-6 HD NVMS for 1-CH Video + Unlimited Clients Enterprise	1C-ACC5-ENT	10		
ACC-6 HD NVMS for 16-CH Video + Unlimited Clients Enterprise	16C-ACC5-ENT	10		
ACC-6 HD NVMS for 24-CH Video + Unlimited Clients Enterprise	24C-ACC5-ENT	10		
Avigilon NVRs and Workstation				
HD NVR 21TB Storage 2U 256Mbps NVR Server (Rack-Mount with RAID-6 + keyboard + mouse + rails)	21TB-HD-NVR2	2		
Secondary Redundant Power Supply	HD-NVR2-2ND-PS	10		
30TB RAID-6 Expansion 2U	HD-NVR-EXP2-30TB	3		
Expansion Card - Additional Storage	HD-NVR2-EXP2-CARD	3		
Avigilon Viewing Stations / Monitors / Joysticks				
Remote Monitoring Workstation - 4 Monitors (Dual Proc/Graphics)	4MN-HD-RMWS	2		
Professional USB Joystick including Shuttle Playback	ACC-USB-JOY-PRO	1		
Avigilon Bullet Video Analytic IP Cameras				
2.0 MP (1080p) WDR Day/Night LightCatcher 9-22mm f/1.2 P-Iris 30m IR, IP66, IK10	2.0C-H3A-BO2-IR	10		
3.0 MP (1080p) WDR Day/Night LightCatcher 9-22mm f/1.2 P-Iris 30m IR, IP66, IK10	3.0C-H3A-BO2-IR	10		

Description	Product Code	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
Avigilon Mini Dome Video Analytic IP Cameras				
1.0 MP (720p) WDR LightCatcher D/N In-Ceiling 9-22mm f/1.6 P-Iris	1.0C-H3A-DC2	10		
2.0 MP (1080p) WDR LightCatcher D/N In-Ceiling 9-22mm f/1.6 P-Iris	2.0C-H3A-DC2	10		
3.0 MP (120dB) WDR LightCatcher D/N In-Ceiling 9-22mm f/1.6 P-Iris	3.0C-H3A-DC2	10		
Avigilon Encoders				
4-Port H.264 Analog Video Encoder with 4-CH Audio I/O	ENC-4P-H264	5		
1U - support x3 encoders	ENC-BRK1U Mounting Bracket	5		
CCTV Hard Drives and NAS Storage				
Seagate Surveillance HDD 6TB Serial ATA 600 (6Gbps) - 128MB Cache @ 7200rpm	ST6000VX0001	5		
Sub-Total (Table J) (VAT Excl.)				

Table K: Summary of Costs

Cost Element			Total Cost (VAT Excl.)
Preventative Maintenance Cost	Table A	Preventative Maintenance: IDC1	
	Table B	Preventative Maintenance: IDC2	
	Table C	Preventative Maintenance: Regional office	
Once-off Projects	Table D	Avigilon 360 degree cameras IDC1	
	Table E	Avigilon 360 degree cameras IDC 2	
	Table F	Enhance security backup system	
	Table G	Upgrade Licenses to move the Current Avigilon Software version from Core to Standard.	
	Table H	Regional Offices: Upgrading of Bosch DVR's to Avigilon NVR's.	
	Table I	Professional Fees	
Supply of Equipment and Parts	Table J	Estimated Equipment & Parts	
Total Bid Price for Five Years (A+B+C+D+E+F+G+H+I+J) (VAT Excl.)			

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T18/07/17**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Preventative Maintenance on CCTV Surveillance System to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

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

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

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

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

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

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

Annexure 2 – Invitation to Bid

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

Annexure 3 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 4 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

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

2.8.1 If so, furnish particulars:

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

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

YES / NO

2.9.1 If so, furnish particulars.

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

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

YES / NO

2.10.1 If so, furnish particulars.

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

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

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

1. DECLARATION

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Annexure 5 – Certificate of Independent Bid Determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (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.

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

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

Js914w 2

Annexure 6 – Shareholders and Directors Information

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

6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

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

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

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

6.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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.
