



T36/11/18

UPGRADING OF 11KV INFRASTRUCTURE

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

DATE: 28 NOVEMBER 2018

TIME: 11h00am

**VENUE: IDC HEAD OFFICE, 19 FREDMAN
DRIVE, SANDTON**

**BID CLOSING DATE: WEDNESDAY, 05
DECEMBER 2018 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>Mr Luyanda Dlamini</u>
Telephone Number:	<u>+27 11 269 3767</u>
Email address:	<u>luyandad@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 30 December 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) 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, **T36/11/18: Upgrading of 11kV Infrastructure**. 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 **Wednesday, 05 December 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

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

6. Supplier Performance Management

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

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Enterprise and Supplier Development

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

8. IDC's Rights

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

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

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
- 10.1.6 bidders who fail to comply with FICA requirements

11. Local Production and Content

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

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on: http://www.dti.gov.za/industrial_development/ip.jsp.

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 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Annexure 5 of this RFP document (duly completed and signed);
- 12.3.9 Annexure 6 of this RFP document (duly completed and signed);
- 12.3.10 Annexure 7 of this RFP document (duly completed and signed);
- 12.3.11 Response to Annexure 8: BEE Commitment Plan
- 12.3.12 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 Successful bidder with Subsuccessful bidder(s), the documents listed above (12.3.1-12.3.8) must be submitted for each Consortium/JV member or Prime Successful bidder and Subsuccessful bidder(s).**
- 12.3.13 Annexure 9 of this RFP document (duly completed and signed, **if relevant**);
- 12.3.14 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 12.3.15 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

12.4 Schedule 3:

12.4.1 Response to Section 3 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 7 of this RFP document, duly completed and signed

12.5 **Schedule 4: Price Proposal (response to Section 4 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**

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

13. Evaluation Criteria and Weightings

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: Disclosure Statement
 - Annexure 10: Local Content Declaration (If Relevant)

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

13.2 Phase 2: Technical/ Functionality Evaluation

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

13.2.1 Other Functional/ Technical Requirements

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

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE	70%
BIDDER'S TRAINING AND ACCREDITATION FOR IDC STAFF	30%
TOTAL	100%

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

13.3 Phase 3: Preference Point System

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

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

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

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

2. Background Information

The Industrial Development Corporation of South Africa Limited (IDC) Head Offices in 19 Fredman Drive, Sandton is seeking to appoint a suitable service provider for the upgrading of the 11kV infrastructure, which is to be in line with the following information:

2.1. GENERAL DESCRIPTION OF THE WORKS

The work to be carried out under this contract covers the upgrading of the 11kV substations at the IDC Head Office.

2.2. DESCRIPTION OF THE SITE AND ACCESS

The project site is located at the IDC Head Office located at 19 Fredman Drive, Sandton. It is to be noted that the office buildings will remain occupied during the duration of the project and therefore such must be borne in mind when deliveries for the project are made during business hours and when noisy work will be undertaken.

2.3. STANDARDS AND CODES

Where reference is made to any Code of Practice or Standard Specification, the latest amendment or edition shall apply. The Successful bidder shall ensure that they are at all times acquainted with the contents of such documents.

All installation work shall be carried out in full compliance with the mentioned Codes of Practice, as well as in accordance with good engineering practice.

All materials and equipment supplied shall be new and of high quality which complies with the relevant specifications provided. The Successful bidder shall ensure compliance with these specifications and if requested by the IDC appointed Engineer/Principal Agent (hereinafter referred to as the "Engineer" and "Principal Agent"), shall prove compliance at his own cost.

All equipment supplied under this contract will have an minimum of 12months warranty period.

2.4. REGULATIONS

2.4.1 The manufacture of equipment and the complete installation shall be carried out and tested in accordance with the latest issue or amendments of the following regulations, as applicable:

- The Occupational, Health and Safety Act of 1983 as amended.
- Any relevant IEC/SANS Codes.
- The National Building Regulations.
- The local Municipal By-laws and Regulations as well as the regulations of the local Supply Authority.
- The local Fire Regulations.
- The Mines and Works Regulations, Government Notice No. R1609 of 28 September 1962.
- The Regulations of the Department of Telecommunications and Postal Service.

2.4.2 It shall be assumed that the Successful bidder is conversant with the abovementioned requirements. Should any requirements, by-laws or regulation, which contradict the requirements of this document, apply or become applicable during erection of the installation, such requirement, by-law or regulation shall overrule this document and the Successful bidder shall immediately inform the Engineer of such contradiction. Under no circumstances shall the Successful bidder carry out any variations to the installation in terms of such contradictions without obtaining the written permission to do so from the Engineer.

2.5. CONSTRUCTION PROGRAMME

The Successful bidder shall commence work immediately. The Successful bidder shall be deemed to have allowed fully for all possible delays due to normal adverse weather conditions, builder's holidays and public holidays.

2.6. SITE FACILITIES AVAILABLE

Electricity, Water and Gas:

All electricity and water will be made available by the Client

Construction Camp:

No construction camp will be required for this project.

2.7. MATTERS REQUIRING SPECIAL ATTENTION

2.7.1 QUALITY CONTROL AND QUALITY ASSURANCE (QA) MEASURES

It will be the full responsibility of the Successful bidder to undertake appropriate quality control and quality assurance measures on site. The Engineer shall audit the Successful bidder's QA system on a regular basis to ensure that adequate independent checks and tests are being carried out and to ensure that the Successful bidder's own controls are sufficient to identify any possible quality problems, which could cause a delay on the programme.

2.7.2 FLEXIBILITY OF CONSTRUCTION ACTIVITIES

All construction activities are under the direct control of the Principal Agent and as such the Principal Agent has the right to instruct the Successful bidder to deviate/adjust/direct/modify the successful bidder's schedule and/or activities within the limits of the time for completion specified for this contract to serve the best interest of the project. The successful bidder shall be flexible and able to adapt to changing circumstances.

2.7.3 PROGRAMME

The bidder is required to stipulate how much lead-time will be required before construction information is put to hand e.g. layout drawings, details, etc.

Construction work must be completed on the schedule/stipulated times. Sufficient manpower shall be made available to cope with the construction schedule dates.

Any cost item which the prospective bidder regards necessary for the proper functioning or completion of an item or element, shall be added to the tender rates as there must be no uncertainty of the successful completion and execution of this project.

Bidders shall make sufficient allowance for site management and administrative staff.

Fortnightly site co-ordination meetings will be held and the Successful bidder's site manager shall attend these meetings and promptly implement the requirements put forward. The Successful bidder will be required to hold his own formal co-ordination meetings with his Sub-Successful bidders, on a fortnightly basis.

Bidders shall allow their tender rates for all aspects, which could lead to non-continuity of work, disruption, or any other event, which is regarded, normal to this type of construction project.

2.7.4 EXECUTION OF CONTRACT SIMULTANEOUS WITH OTHERS

Bidders are advised that other successful bidders will be constructing brickwork, etc. all under other contracts during the construction period of this contract and reasonable access must be afforded to such independent successful bidder(s) at all times. All tender rates shall be deemed to allow for this provision.

2.7.5 INSTALLATION WORK

It shall remain the Successful bidder's full responsibility to carry out the work in accordance with the scope of work, to provide the logistics and infrastructure required for the works, to provide adequate full-time supervision at the works, to programme and manage the works, to ensure compliance with Codes, Standards and Regulations, to provide registered and qualified site staff at all times and in accordance with the Laws and Regulations.

The Engineer's representative will inspect the installation from time to time during the progress of work. Discrepancies will be pointed out to the Successful bidder and these shall be remedied at the Successful bidder's expense. Under no circumstances will these inspections relieve the Successful bidder of his obligations in terms of the scope nor will these inspections be regarded as final approval of the works or portions thereof.

Where the Engineer has appointed a full-time representative at the works, this representative shall not be regarded as relief of the Successful bidder's obligations in terms of the scope.

The Successful bidder shall notify the Engineer timeously when the installation reaches important stages of completion so that the Engineer's representative may schedule his inspections in the best interest of all parties concerned. Failure to do so may result in the Engineer instructing the Successful bidder to re-open trenches, etc. at the Successful bidder's cost, so that inspection may be carried out at a later stage.

The Engineer's inspection shall only be carried out after the successful bidder has carried out his own preliminary inspection to ensure that the Works are completed and comply with the scope. The Engineer's inspection shall therefore not be regarded as supervision, fault listing, quality assurance or site management.

2.7.6 WORKSHOP DESIGNS AND DRAWINGS

The successful bidder shall submit to the Engineer detailed or workshop drawings of all items to be manufactured, assembled or installed for approval prior to the commencement of the manufacture or construction of such works.

2.7.7 DESIGN RESPONSIBILITIES

The functional design responsibility of the systems rest with the Engineer with regard to the interpretation of the Employer's requirements, the general layouts and arrangement and the functionality of the systems. The detailed installation design responsibility does, however, rest with the Successful bidder with regard to the design for installation and manufacturing and the compliance to specifications and requirements, which are stipulated in the contract documents and on the drawings.

2.7.8 SAFETY AND SECURITY

The successful bidder will be responsible for the safety of his personnel and the Site in general at all times. All laws, rules and regulations shall be strictly followed in this regard and all the necessary precautions and measures shall be taken to ensure the safety of personnel, the public and equipment.

Where work is to be carried out on or in the proximity of live electrical equipment the successful bidder shall make all the necessary arrangements with the relevant Supply Authority to isolate and earth such equipment. These arrangements shall be in writing and copies thereof shall be submitted to the Engineer. The Successful bidder shall also adhere to any requirements or procedures the Local Supply Authority may have in this regard. None of these arrangements shall, however, alleviate the Successful bidder's responsibilities in terms of this Contract or any Laws and Regulations. The Client shall also be notified at least one week in advance of any outages planned so as to allow him to prepare for these.

3. Scope of Work

3.1. The scope of work is for the supply, delivery, installation and commissioning of the following 11kV Equipment:

- Compact 630Amp 12kV / 25kA Rated 4 Panel Indoor Gas Insulated Switchgear (GIS) comprising of (I-D-D-D Configuration):
 - 1 x Double Extensible Motorised Isolator
 - 3 x Double Extensible Motorised Circuit Breakers with Self Powered Electronic Protection Relay designed for up to 200A transformer Protection providing : Phase Overcurrent and Earth Fault Phase Protection
 - 1 x Remote Switching Unit (Pendant) – all switches remote switchable
 - Backup Battery Power Supply 24VDC with 24AH Long Life Battery
 - 1 x Monitoring Device with Backlit LCD display,
 - Communication Protocol : Modbus & IEC 61850 Compliant
 - Unit to be fully enclosed with Front and Back Cover Plates where required and mounted on a plinth.
 - Future Expandable Requirement – Not required
 - Design Standard : Compliant to IEC 62271-1, IEC 62271-200, IEC 62271-100, IEC 62271-102, IEC 62271-103, IEC 62271 - 105, IEC 60255

- 11kV/400V IP21 rated Dry Type Transformers (2 x 1250kVA and 1 x 1000kVA):
 - Design Standard : IEC60076-11, CEI EN 60076-11 and EN 50541-1
 - System Primary Voltage : 11000V
 - Secondary Voltage : 400V
 - Tappings on MV Side ; +/- 2 x 2,5%
 - Vector Group : DYN11
 - Class : E2-C2-F1 CESI Certificate
 - Installation : Indoor
 - Cooling : Air-Forced Ventilation System
 - Ambient Temperature : -25deg / +40deg Celsius
 - Winding Material : AL/AL
 - Enclosure : IP21 Rated

The successful bidder who will be required to allow for Comprehensive Accredited Training on 11kV Switching to two (2) personnel from the IDC allowing them to operate their own network. The bidder is required to submit as part of its submission the details of the training and accreditation.

The successful bidder will be responsible for the:

- Decommissioning of the existing Switchgear and Transformers
- Installing new 11kV Cabling where required
- Re-Terminating all 11KV and LV Cables on Equipment
- Pressure Testing and Phase Rotation
- All 11kV Switching
- Liaising with Local Authority for Shutdown

The works are intended to be completed over one or at most two weekends:

- Decommission Block A Sub-Station
- Rig new 11kV Equipment into position.
- Install and terminate all 11kV and LV Cabling
- Commissioning of Block A Sub-station
- Time permitting Block E Transformer will be replaced on the same weekend or scheduled for the following.

The following information must accompany the tender documents:

- Full particulars, performance curves and illustrations of the equipment offered.
- Brochures and Datasheets for all equipment and Material.
- All deviations from specifications to be provided on a letterhead.

Upon receipt of an award letter, the successful bidder will be required to urgently submit detailed drawings and wiring diagrams of the switchgear and shop drawings of the transformers.

3.2. **STANDARD SPECIFICATIONS**

The equipment supplied must comply with the relevant requirements of the Standard Specifications herein referred to as Annexure A.

3.3. **SITE AND SITE CONDITIONS**

The site is located at IDC Head Office on 19 Fredman Drive, Sandton. Site conditions are as follows:

- Altitude : Approximately 1753 m
- Summer outside conditions : 30°C db, 20°C wb
- Winter outside conditions : 2°C db, 1°C wb
- Lightning and dust : Severe

3.4. **ELECTRICITY SUPPLY**

The electrical supply to the site is 11000/400V, 3-phase/3-wire, 50Hz AC.

3.5. BILLS OF QUANTITIES

Bids shall be based on the Bills of Quantities herein referred to as Annexure B. It is to be noted that The Bills of Quantities are provisional and will be subject to re measurement during the execution of the contract.

3.6. MONTHLY FINANCIAL REPORTS

The successful bidder shall with each progress claim submit to the Consulting Engineer a financial report detailing all variations to the accepted tender price as measured in each Bill of Quantities so that timeous approval for all additional expenditure can be obtained from the Client. The format of these financial reports will be agreed with the Consulting Engineer before the first progress claim is submitted.

3.7. WORK AFTER NORMAL WORKING HOURS AND OVER WEEKENDS

The Successful bidder will also be required to programme the majority of work after normal working hours or over weekends. Refer to point 2.3 above for indicative work plan.

Should the Successful bidder be required to work more than the normal working hours or to provide additional labour in order to meet the completion program, such additional costs shall not be for the Employer's account.

3.8. CERTIFICATES OF COMPLIANCE

The Successful bidder shall furnish the Consulting Engineer with ECBSA / Department of Labour Certificates of Compliance for the complete installation covered under this contract. No self-generated certificates will be accepted.

3.9. AS-BUILT DRAWINGS

The Successful bidder shall upon appointment furnish the Consulting Engineer with a marked-up set of drawings showing the as-built installation. The Consulting Engineer will use the set of marked-up prints to produce the as-built drawings to be issued to the Employer for record purposes.

3.10. MAINTENANCE AND OPERATING MANUALS

The successful bidder upon appointment shall furnish the Engineer with three (3) sets of maintenance and operating manuals for all items of new equipment incorporated in the installation.

3.11. ATTENDANCE ON SERVICE INTERRUPTIONS

Any breakdown or outage occurring at the facility during the construction period, during normal working hours and after hours, which cause can be directly attributed to work in the area under construction shall be attended to by the Successful bidder within four (4) hours of the matter being reported to the Successful bidder.

Should the Successful bidder not report to the facility within four (4) hours of having been advised of the incident, penalties shall be applied and the client reserves the right to utilise an alternative service provider to resolve the problem, the cost related hereto shall be for the Successful bidder.

3.12. DEFECTS LIABILITY PERIOD

The successful bidder shall be liable for the repair of any defects in the installation in the 365 day Defects Liability. The commencement of the Defects Liability Period commences on the date that the Works Completion Certificate is issued by the Principal Agent for the **works**.

The Successful bidder is therefore responsible for the repair of defects from the date that Practical Completion is issued by the Principal Agent for the **works** until the Final Completion Certificate is issued by the Principal Agent for the **works** to the Successful bidder.

3.11. BILLS OF QUANTITIES

3.11.1. GENERAL NOTES

These Bills of Quantities form part of and must be read in conjunction with the specification and drawings, and must be submitted on the closing date of tenders, together with the official Tender document, including the costs involved for providing the Performance Guarantee.

Bidders are required to complete the Bills of Quantities and detail the unit rate and total amount of each item. The "Total Tender Price" shall constitute the tender price for adjudication.

Bidders are advised to check their item extensions and total additions as no claim for mathematical errors will be considered.

No alteration, erasure or addition is to be made in the text of the Bills of Quantities. Should any alteration, erasure or addition be made, it will not be recognized, but the original wording of the Bills of Quantities will be adhered to.

The Engineer will check the completed Bills of Quantities and reserves the right to adjust any individual price and to rectify any discrepancy whilst the total tender price as quoted remains unaltered.

3.11.2. APPROVED EQUIPMENT AND MATERIALS

All equipment and materials employed in this contract are to be equal and approved to that as specified in the General Specification (Annexure A) and the Bills of Quantities (Annexure B). It is to be understood that their approval shall be at the sole discretion of the Engineer and must be in writing.

Only major items have been scheduled, but the work shall be provided complete and all items necessary for completion of the service in its entirety shall be allowed for and provided by the Successful bidder, whether specified in detail or not, and no extra price will be considered for the provision thereof unless detailed by the Successful bidder in his tender.

Where alternative prices for gear of different manufacture is quoted, the lowest alternative price for gear to specification must be quoted against the relevant item in the Bills of Quantities. The remaining alternative prices must be furnished separately.

All rates shall be NETT, i.e. EXCLUDING VAT. VAT shall be added in the final summary.

3.12. REMEASUREMENT AND AGREEMENT OF QUANTITIES

The quantities in these bills are provisional and are subject to re measurement and agreement between the Engineer and the successful tenderer, who will be required to produce a final design for acceptance before the award of the contract.

4. Project Timelines

The successful bidder will be required to ensure that the works is completed by no later than 26 April 2019.

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

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

5.1.1 SUCCESSFUL BIDDERS ALL RISK AND PUBLIC LIABILITY INSURANCE	Comply	Not Comply
<p>The bidder will be required to provide appropriate employers and public liability insurance of R5 000 000 to cover the risk of injury to the successful bidder's staff and/or any third parties including any sub-successful bidders of the bidder who may be injured accidentally or cause any damages to property within project duration. The bidder is to also have successful bidders all risk insurance amounting to the value of contract. This will only be required upon appointment and will be a condition before commencement of any work on-site</p>		
<p>Substantiate / Comments</p>		

5.1.2 COMPLIANCE WITH SPECIFICATIONS	Comply	Not Comply
<p>The bidder will be required to ensure that they comply with the IDC tender specifications (Annexure A) and where required, provide the Engineer with proof of the aforementioned specifications where required.</p>		
<p>Substantiate / Comments</p>		

5.1.3 QUALITY AND QUALITY ASSURANCE	Comply	Not Comply
<p>The bidder will be required to ensure that appropriate quality control and quality assurance measures are undertaken on site. These measures will be audited by Clients Engineer on a regular basis to ensure that adequate independent checks and tests are being carried out.</p>		
<p>Substantiate / Comments</p>		

5.1.4 LETTER OF GOOD STANDING	Comply	Not Comply
<p>The bidder is required to have a valid Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA) Letter of Good standing throughout the duration of the project.</p> <p>The bidder must submit/attach a copy of their valid COIDA Letter of Good standing to substantiate.</p>		
Substantiate / Comments		

5.1.5 ECBSA REGISTRATION	Comply	Not Comply
<p>The bidder is required to be registered and in good standing with the Electrical Contracting Board of South Africa (ECBSA).</p> <p>Bidder to attach proof of membership to substantiate.</p>		
Substantiate / Comments		

5.1.6 COMPLETION OF WORKS	Comply	Not Comply
<p>The bidder is required to ensure that the works is completed by no later than 26 April 2019.</p>		
Substantiate / Comments		

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 demonstrate its relevant experience in the Installation and Commissioning of 11kV equipment.</p> <p>The bidder must provide three (3) relevant contactable references of similar services provided in the past five (5) years. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p>			
<p>Substantiate / Comments</p>			

5.2.2 BIDDER'S TRAINING AND ACCREDITATION FOR IDC STAFF	Comply	Partially Comply	Not Comply
<p>The bidder is required to provide IDC trainees with an accredited operating regulations for HV systems course to two (2) personnel from the IDC. This training and accreditation is intended to allow the staff members to operate the new 11Kv network. The training should not be longer than a period of two (2) weeks and should include relevant training guides.</p> <p>To substantiate, the bidder is required to provide a detailed plan on how training will be provided and details of the associated accreditation and training course.</p>			
<p>Substantiate / Comments</p>			

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 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

Please refer to the attached Bills of Quantities hereto referred to as Annexure B. The priced bills of quantities must be returned with tender document and bidders are to note that no deviations on the bill of quantities will be accepted.

9 SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Manufacturer of 11Kv Switchgear	
Leadtime on switchgear delivery	
Manufacturer of 11Kv Transformers	
Leadtime on transformers delivery	
Project duration (in months)	

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T36/11/18**, the General Conditions, and all other Annexures to the RFP Document, we offer the upgrading of the 11kV Infrastructure in Section 3 of this RFP document.

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

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

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

SECTION 5: 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 Successful bidder with Sub Successful bidders	
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 Successful bidder using Sub-successful bidders, indicate the following:	
Prime Successful bidder	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub successful bidders	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-SUCCESSFUL BIDDERS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

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

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

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

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 4: Declaration of Interest

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

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **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:

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

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure 6: Shareholders and Directors Information

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

6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

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

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

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

6.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure 8: BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Annexure 9: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 10: Local Content Declaration

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on:

http://www.dti.gov.za/industrial_development/ip.jsp.

Is Local Content relevant in terms of any aspect of your proposal: (Yes / No): _____

If Yes: please indicate the relevancy and how your solution complies with the minimum threshold values by completing the below Declaration form:

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%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

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 unsuccessful bidders) 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 successful bidder’s assigning, leasing, making out work to, or employing another person to support such primary successful bidder 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.

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. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. 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/industrialdevelopment/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
 - (ii) the declaration templates have been audited and certified to be correct.
- (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 (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SECTION 6: APPENDICES