



T40/10/22

**REQUEST FOR PROPOSAL FOR THE
APPOINTMENT OF A CATERING
COMPANY TO PROVIDE CATERING
SERVICES AT THE IDC HEAD OFFICE**

**BID CLOSING DATE:
9 NOVEMBER 2022 AT 11:00 AM**

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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:	Amelia Rawstone
Telephone Number:	+27 11 269 3645
Email address:	ameliar@idc.co.za

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 2 November 2022**.
- 2.3 The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

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

4. Instructions on submission of Bids

- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **9 November 2022** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to tenders@idc.co.za. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address (tenders@idc.co.za).

- 4.4** Bidders are advised to submit / send its bid responses at least 30 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;
 - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
 - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box (tenders@idc.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box (tenders@idc.co.za) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

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, if applicable (i.e., where a panel is considered).
- 8.8** The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9. Undertakings by the Bidder

- 9.1** By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

- 9.2** The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in 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 and POPIA requirements as listed herein.

11. Local Production and Local Content

The IDC promotes Local Production and Local 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 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 **dtic** 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 with the minimum local content threshold, if relevant, before submitting its response to this tender. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

12. Returnable Schedules

Bidders shall submit their bid responses in accordance with the returnable schedules 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 Response to Annexure 6: BEE Commitment Plan

12.3.9 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

- 12.3.10 Annexure 7 of this RFP document (duly responded to)
 - 12.3.11 Annexure 8 of this RFP document (duly completed and signed, **if applicable**);
 - 12.3.12 Annexure 9 of this RFP document (duly completed and signed);
 - 12.3.13 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.
 - 12.3.14 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 as a separate file/document marked Schedule 4: Price Proposal)*

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 12.3.11 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: Tax Compliance Requirements
 - Annexure 3: Bidder's Disclosure
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan
 - Annexure 7: Disclosure Statement
 - Annexure 8: Local Content Declaration (If Relevant)
 - Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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

ELEMENT		WEIGHT
1	Bidders relevant experience providing catering services to corporate clients	45
2	Site implementation plan	35
3	Site Inspection	20
TOTAL		100

Note: Bidders who score 49 points out of 70 points (70%) or more on the paper evaluation i.e., elements 1 to 2) in total for the functional/technical requirements, will come into consideration for the physical site inspection. The IDC however reserves the right to shortlist for site inspections only the top five (5) highest scoring technical proposals at IDC's sole discretion.

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 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 applicable preference point system, as follows:

CRITERIA	POINTS
Price	80 / 90
B-BBEE	20 / 10
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

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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

2.1 Purpose

The Industrial Development Corporation of South Africa (IDC) requires services of a catering service provider at its head office located at 19 Fredman Drive, Sandown, Sandton. The IDC head office comprises of two buildings (IDC1 & IDC2) and has employed approximately 900 permanent staff and a fluctuating small number of temporary staff, contractors and visitors, the service provider shall be requested to use the transaction of canteen sales to determine the meals to be prepared daily. Refer to **Annexure A** for canteen sales report for the months of August – September 2022.

The IDC has a culturally diverse staff complement and the catering operation will need to provide various options that would accommodate the needs of various religious and ethnic groups.

The successful catering service provider will be required to resource an adequate number of chefs, waiters, kitchen staff and management team to run an effective and efficient catering service.

2.2 IDC Catering Facilities

The IDC has a fully equipped and operational catering facility at IDC1 with an additional 28 kitchenettes throughout the two buildings namely IDC 1 and IDC 2. The service provider must ensure that the facilities are always kept clean and tidy and ready for use when needed.

The Canteen has an estimated floor space of 300m². Refer **Annexure B and C** for the attached drawings and floor plans of kitchens and canteen.

Kitchens are located as follows:

Building	Floor	Total number of kitchens
IDC1	First floor	9
	Second floor	8
	Third floor	6
	Auditorium	1
	Coffee bar	1
IDC2	First floor	1
	Second floor	1
	Third floor	1

Note: All catering facilities are to be used exclusively for the preparation of catering for consumption by IDC personnel and guests.

The facilities below will be utilized by the successful service provider:

Type of facility / area	What is it used for	Quantity	Location
Canteen	Eating area for staff/customers	1	IDC1
Main Kitchen	Sustenance and foodstuffs preparation	1	IDC1
Delivery	Delivery entrance for catering purchases	1	IDC1
Coffee Bar	Tea, coffee and soft drinks and snacks service at the reception	1	IDC1
Admin Office	Administration office for catering service	1	IDC1
Walk-in refrigerator	Keeping of foodstuffs	1	IDC1
Change Rooms	For use by catering staff	2	IDC1
Auditorium Kitchen	Catering services at the auditorium during events/ functions	1	IDC1
Storeroom	Storage for catering equipment	2	IDC1
Service area kitchens	Preparation of coffee, tea and other soft drinks for staff within working areas	28	IDC1 & IDC2
Exec kitchen	Catering for Executive Management team	2	IDC1
Exec Catering Storeroom	Keeping of catering stock for Exec Management Team	1	IDC1
Crèche (CDC)	Delivery of food items to be prepared by the Crèche	1	IDC1

3. Scope of work/Terms of reference

- The Canteen operates from 07:00 to 16:00 (Monday to Friday).
- The IDC retains the right to utilise the services of other catering service providers, for either on-site or off-site functions, if the IDC deems it necessary.
- The service provider will provide their own cashless Point of Sale (POS) system for service providers use, including hardware / software and maintenance.
- The service provider will be responsible for keeping the information that might be required. The tills at the canteen must be cashless.
- The service provider must provide an ordering application which staff can download on their cell phones and place an order, pay using their bank card similar or equivalent to uber eats.

The catering services will be rendered as follows:

3.1 Daily catering for staff

The service provider will be required to prepare and service adequate food to the IDC staff from Monday to Friday, excluding public holidays. The IDC staff will pay the service provider directly for their orders. The requirements for staff catering are as follows:

3.1.1 Breakfast

- Breakfast must be served from 07:00am until 10:00am (seated and takeaways).
- Breakfast service should include hot and cold items for example: fried eggs, boiled eggs, bacon, sausages, cheese grillers, toasted sandwiches, fried tomatoes, loose seasonal fresh fruit, soup, porridge, slices of bread (brown and white bread), hot and cold cereals, yogurt, fruit salads and muffins.

3.1.2 Lunch

- Lunch must be served from 12:00pm until 14:00pm (seated and takeaways).
- Lunch service to include but not be limited to the following items: minimum 2 types of protein, 2 types of vegetables, 2 salads, 2 type of starches, vegetarian meals, loose seasonal fresh fruit, and cold drinks.
- Lunch services should also include but not limited to Braai Fridays, Live Stations, Chefs Special etc and follow the yearly calendar to provide meals per special calendar events e.g., Africa day, Youth Day etc.
- The service provider shall provide two types of meat (grade B and C), and price according to the agreed market related pricing.
- The service provider shall provide class II vegetables and fruit.
- The service provider shall be requested to use environmentally friendly packaging.
- Enough food to be available during breakfast and lunch services (minimum meal to be prepared daily).

3.2 Kiosk

The service provider shall provide a kiosk at the canteen area, this should include but not be limited to variety of snacks, cooldrinks, chocolates, peanuts, healthy snacks etc. the kiosk will operate from 07:00am to 16:00pm.

Important Notes to bidders:

- ✚ **The service provider shall be required to refer to the price list in Annexure D and price in accordance with market related pricing, the Annexure D pricing will serve as the maximum prices the service provider will be allowed to charge the IDC staff.**
- ✚ **The prices for items not listed on the list, will be negotiated between the IDC and service provider.**
- ✚ **The service provider will be responsible for purchasing (and payment to the suppliers) including proper keeping of groceries and food ingredients. IDC will provide storage.**
- ✚ **The service provider will recover grocery monies from the canteen daily sales.**

3.3 Safety and Hygiene

- The service provider shall be requested to clean the canteen and all items with the cleaning chemicals in line with health and safety regulations.
- The service provider shall appoint the food service consulting hygiene specialist for food audit, physical checking, and assessing cleanliness.
- The service provider will be required to put food samples of each food item served, in the refrigerator for a period of three days daily, for testing purposes in the event of food poisoning allegations.
- The IDC shall reserve the right to appoint an independent hygiene specialist on a quarterly basis or when the need arises.

Important Note:

- ✚ **The awarded bidder will be required to train a minimum of two employees as Fire Marshals and First Aiders as per the IDC Health and Safety Policy.**

3.4 Performance Management

- The service provider shall be requested to provide monthly operational reports.
- Facilities Management together with Procurement Department will rate the service provider's performance through a Supplier Performance Management Review Scorecard. Scorecards will identify areas of improvement by service providers and detail plans to address findings, penalties will be implemented when the score is below 75%. The service provider will be required to attend monthly meetings or as and when required.
- Service provider to have signages on the floor as an indication of staff is at that time on a daily basis.

3.5 Short posting

- For any post that is not covered on a specific day, the service provider should replace the canteen staff member immediately, should the service provider not adhere to the request, IDC shall be entitled to be credited through a credit note.

3.6 Vending Machine

- The service provider will be required to provide four (4) cashless vending machines on different floors of both buildings.
- The vending machines should be refilled with various types of snacks (chocolates, sweets, peanuts etc.) various types of crisps, various types of soft drinks (bottles & cans), various types of juices (bottles & cans) etc, including healthy snacks.
- All contents in the machines must always be well within their expiry date and the machines should be replenished at minimum every two weeks. The vending machines must be SABS approved and energy efficient.

3.7 Coffee Machines

- The service provider will be required to provide thirteen (13) self-service coffee machines (on a rental basis) on each block within IDC buildings.
- The coffee machines should be refilled with tea, coffee, milk, hot chocolate etc. All contents must always be well within their expiry date. Consumables for the machines to be Nestle and Jacobs and the service provider to suggest two more optional brands of similar quality for the IDC to consider.
- The coffee machines should be SABS approved, energy efficient and well maintained throughout the duration of the contract.
- In addition, one Barista coffee machine (on a rental basis) for the coffee bar at reception area, all consumables to be supplied and replenished.

3.8 Kitchen Extractor fans and Deep cleaning

- The service provider will be required to outsource, an experienced qualified company to clean the kitchen canopies, (filters & extractor fans) including deep cleaning on a quarterly basis, cleaning to be strictly in accordance with SANS requirements. Quarterly certification to be issued to the IDC upon completion.
- The service provider will be required to clean and maintain all stainless-steel items to avoid rust.

3.9 Catering for Meetings/Functions/Events

- The service provider will be required, on ad-hoc basis, to render catering services for IDC meetings and functions e.g., EXCO, Board, departmental meetings, farewells, etc.
- These meetings/functions may be held on-site (within IDC premises) or off-site. Some of the meetings can be held very early in the morning or late after hours, even on weekends or holidays. For off-site meetings/functions/events, the service provider must ensure that the food is kept within the required temperature level.

- The service provider will bill the IDC for such orders; and IDC will pay the service provider in accordance with the agreed market related pricing.
- Placing of function orders should be place on time as per the following:
 - 10 – 20 people – 24 hours;
 - 20 – 40 people - 48 – hours;
 - 40 – 80 people – 72 hours
- The service provider shall create quotations for all function orders within 5 hours of receiving a request and quotations must be accepted and approved by the authorizer before confirmation of the order.

Notes to bidders:

- ✚ The IDC cannot guarantee the number of meetings to be catered for nor the number of staff officials to procure food and services from the canteen daily.
- ✚ The service provider must use a price list as approved by IDC for all catering meetings within the IDC premises. Special meals will be priced separately and agreed between the two parties.
- ✚ Items on the price list are not limited, the service provider may provide additional items as a proposal to the IDC.
- ✚ The IDC reserves the right to utilise the services of other catering service providers for meetings / functions, this will be informed by IDC’s requirements at a given time.
- ✚ For the groceries the service provider shall purchase groceries and recover the monies from meetings / functions.

3.10 Buying groceries for IDC use

The service provider will be required, monthly, to purchase groceries for IDC’s use. e.g., groceries for IDC Creche. The service provider will bill the IDC for such orders. (Refer to Annexure D price list).

3.11 Waitering and Tea Services

- The service provider will be required to deploy adequate resources to serve tea, coffee, drinks, etc, in meeting rooms throughout the organisation. Refer to **Annexure E** for occupancy report.

3.12 Kitchen Staff Members

- Kitchen staff members must be responsible for all kitchens. Their daily duties shall include but not be limited to:
 - ❖ Serving meetings in the buildings and clearing meeting rooms;
 - ❖ Notify Canteen Manager as and when the vending machines need to be refilled;
 - ❖ Cleaning and refilling of coffee machines; and
 - ❖ Cleaning and reporting any faults noticed/experienced from any appliance in

kitchens he or she is servicing.

- Ensure kitchens are kept clean, cleaning should be regularly or at least three times a day.
- Ensure cutlery, crockery and kitchen utensils are cleaned and kept appropriately and stock taking should be done monthly.
- Control and restock kitchens with beverage consumables (tea, milk, sugar, etc).
- Report broken crockery to the Stock controller.

3.12.1 Executive Management Staff Members/ Waiters

- Experienced waiters must be deployed in Executive areas to serve breakfast and lunch including serving of tea/coffee for thirteen (13) Divisional Executives throughout the building on a full-time basis.
- Waiters/ waitresses duties are as follows:
 - ❖ Serving the executive management team and their guests;
 - ❖ Provide daily food menus to executive management and assist with ordering and purchasing thereof;
 - ❖ Control and restock kitchens with beverage consumables (milk, tea, sugar, etc);
 - ❖ Cleaning and reporting of any faults noticed /experienced from any appliance in the executive kitchens and CEO's catering storeroom; and
 - ❖ Report broken crockery to the Stock Controller.

3.12.2 Coffee Bar

- Experienced coffee bar attendants' must be responsible for services at the coffee bar, their duties are as follows:
 - ❖ The coffee bar operates from 07h00-17h00 (Monday to Friday);
 - ❖ Serving tea, coffee and soft drinks to staff and visitors during business meetings at the meeting rooms at the Main Reception in IDC1 building;
 - ❖ Control and restock the Coffee Bar with beverage consumables;
 - ❖ Cleaning and reporting any faults noticed /experienced from any appliances in the Coffee Bar; and
 - ❖ Report broken crockery to the Stock Controller.

Notes to bidders:

- ✚ **The service provider will be responsible for the purchasing of coffee, tea, sugar, milk, and all related items as may be required by the IDC.**
- ✚ **The service provider will bill the IDC for these items; and IDC will pay the service provider in accordance with the IDC standard terms and conditions. (As per Annexure D Consumable tab)**

- ✚ **Proposed kiosk to be available at the Coffee Bar i.e., Coldrinks, pastries, muffins, cake, light snacks etc, the products at the kiosk will be for sale for both employees and visitors.**

3.12.3 Staff Compliment for the Canteen, On-site Catering Management, Main Kitchen including paragraph 3.12.1 and 3.12.2

- The bidder must **provide** a proposed number of staff as follows:
 - ❖ Executive Management waiters;
 - ❖ Chefs to prepare and cook meals according to daily demand (please refer to **Annexure A** for the transaction of canteen sales);
 - ❖ Chefs to prepare meal orders for big and small functions on request;
 - ❖ Kitchen staff members to look after twenty-eight (28) kitchens within both IDC buildings;
 - ❖ Front of house assistants (Call Order Waiters);
 - ❖ coffee bar attendees for the Coffee Bar at the Main Reception;
 - ❖ Stock controller(s);
 - ❖ Catering Manager(s) on site;
 - ❖ Accountant(s) on site;
 - ❖ Cashiers;
 - ❖ Sculler(s); and
 - ❖ Conference Centre Assistant.

4. Project timelines

The appointed Bidder will be required to start immediately after award and provide the services for a period of three (3) years, subject to annual review of the service provider's performance. The IDC reserves the right to extend the services for two optional years however the term will not exceed five (5) years.

5. Technical evaluation criteria

5.1 Mandatory Technical Requirements

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

5.1.1 LEGISLATION COMPLIANCE	Comply	Not Comply
<p>The bidder must always ensure compliance with the following:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act; • National Environmental Management Act; • National Water Act; and • Waste Act. 		
Substantiate / Comments		

5.1.2 STATUTORY LABOUR REQUIREMENTS	Comply	Not Comply
<p>The bidder must always ensure compliance with all relevant statutory labour requirements especially the following with no exception:</p> <p>Basic Condition of Employment Act.</p> <p>The bidder must register all employees with UIF and COIDA throughout the contract duration with the IDC. The appointed bidder will be required to provide proof of employees UIF registration as and when required throughout the duration of the contract.</p>		
<p>Bidders <u>must</u> provide with this proposal the following:</p> <p>A valid Letter of Good Standing with the Department of Employment and Labour.</p> <p>NB: In the case where a tender letter from the Department of Labour was submitted, the awarded bidder will be required to submit a valid letter of good standing within 3 months of appointment.</p>		
Substantiate / Comments		

5.1.3 INSURANCE	Comply	Not Comply
<p>The bidder must at his/her own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his/her obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance must be handed to IDC upon commencement of the service.</p>		
<p>Substantiate / Comments</p>		

5.1.4 STAFF UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT (PPE)	Comply	Not Comply
<p>The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the catering service.</p>		
<p>All personnel should wear acceptable contractor's uniform i.e., the contractor's personnel outlook should be fit that of a corporate environment in terms of aesthetics.</p>		
<p>The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e., company branded name tags.</p>		
<p>The bidder needs to ensure that staff deployed to IDC have Police Clearance which is valid and is renewed every year. Police Clearance of all staff to be provided within 8 weeks after appointment.</p>		
<p>Substantiate / Comments</p>		

5.1.5 SITE FILE	Comply	Not Comply
<p>The appointed bidder must compile and provide an IDC specific Site File which will include all Statutory and Management information / documents such as:</p> <ul style="list-style-type: none"> • HR Policy; • OHS Policy and Procedures; • Safe works Procedures; • Risk Assessments Procedures; • Stock control procedure; • Insurance documents/details; • Catering Service programmes / schedule as per IDC requirement. • Department of Labour documents e.g., COIDA, UIF etc.; • Cleaning Certificate of Canopy Cleaning; • Record of training of staff; and • Incident report. <p>The appointed bidder will be required to provide a comprehensive site file to the IDC within 7 days from the date of tender ward.</p>		
<p>Substantiate / Comments</p>		

5.1.6 CATERING STAFF	Comply	Not Comply
<p>The bidder must ensure that the personnel deployed to work at the IDC have undergone appropriate training pertaining to individual work employed for.</p>		
<p>Substantiate / Comments</p>		

5.2 Other Technical Requirements

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

5.2.1 BIDDER'S EXPERIENCE IN CATERING SERVICES	Comply	Partially Comply	Not Comply
<p>The bidder must have experience in rendering in-house catering services at <u>corporates/ government</u> institutions.</p> <p>The bidder must provide two (2) relevant contactable references of contracts where the bidder provided similar catering services within the past 5 years. <u>(One of which must be an existing client)</u>.</p> <p>Refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p> <p>The IDC reserves the right to conduct reference checks on all references provided.</p>			
Substantiate / Comments			

5.2.2 SITE IMPLEMENTATION PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site take over with no interruptions to IDC's daily operations.</p> <p>The bidder must demonstrate a thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder <u>must</u> provide <u>as part of this proposal</u> a comprehensive action plan for the implementation including turnaround times on how this will be achieved.</p>			
Substantiate / Comments			

5.2.3 SITE INSPECTION

The IDC will be conducting a site inspection at one of the shortlisted bidders, **existing reference sites**. The site inspection will include amongst others the following:

Criteria	Points
Presentation of lunch	4
Cleanliness of the facility, state of equipment	4
Staff uniform and Waste management	4
Certificate of Acceptance (COA)	4
Any environmentally friendly innovations	4
Substantiate / Comments	

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1. **NOTE: All prices must be VAT inclusive (where applicable) 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>		

5.

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

6.

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		

7. COSTING MODEL

7.1. Management fee

7.1.1. Management fee breakdown

Description	Quantity	Monthly fee per resource	Total monthly fee based on a 4-week month (VAT Excl.)
Labour Component			
Cashiers			
Call Order Waiters			
Main Kitchen Chefs			
Function Chef			
Main Kitchen Scullery (cleaning)			
Site Manager			
Assistant Manager			
Administration Staff			
Stock Controller			
Tea Service Staff			
Executive waiters/waitresses			
Coffee Bar attendees			
Conference Centre Assistance			
Other Management fee cost components (to be specified)			
Application system for orders			
Total Monthly Management Fee (VAT Excl.) Year 1			
Total Monthly Management Fee (VAT Excl.) Year 2			
Total Monthly Management Fee (VAT Excl.) Year 3			
Total Monthly Management Fee (VAT Excl.) Year 4 (Optional)			
Total Monthly Management Fee (VAT Excl.) Year 5 (Optional)			
Sub-total for Management Fee over 5 years (Vat Exclusive)			
VAT at 15%			
Estimated Total for Management Fee over 5 years (VAT inclusive)			

Important Notes:

- Annual price escalation will be affected every year in line with CPI.
- Should there be price increases in the market the appointed service provider will be required to submit a price increase proposal to the IDC for negotiations.
- The Management fee must be inclusive of all costs associated with rendering effective catering service to the IDC whilst ensuring that the contract is viable for the service provider in view of the IDC Price List (Annexure D) and the current demand (Please refer to Annexure A for the transactions of the canteen daily sales and Annexure E for daily office occupancy).
- The Management fee must, amongst other things, be inclusive of labour (refer to the breakdown above), overheads, etc. The IDC reserves the right to increase or decrease the number of proposed personnel for this service. All labour rates must comply with minimum statutory labour rates where relevant.

7.1.2. Cleaning chemicals

Description	Quantity	Unit Cost	Monthly Cost (VAT Excl.)	Total monthly fee (Based on a 4-week month) (VAT Excl.)
Total Monthly Cost (Cost inclusive of mark-up)				
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for Cleaning Chemicals over 5 years (Vat Exclusive)				
VAT at 15%				
Estimated total for Cleaning Chemicals over 5 years (VAT inclusive)				
Mark up percentage				

Notes: Annual price escalation will be affected every year in line with CPI.

- **Should there be price increases in the market the appointed service provider will be required to submit a price increase proposal to the IDC for negotiations.**

7.1.3. Rental of Coffee machines (provide prices on the below price list)

Description	Quantity	Unit Cost	Monthly Cost (VAT Excl.)	Total monthly fee (Based on a 4-week month) (VAT Excl.)
Self Service Coffee Machines	13			
Barista Coffee Machine	1			
Total Monthly Cost (Cost inclusive of mark-up)				
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for rental coffee machines over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for rental coffee machines over 5 years (VAT inclusive)				
Mark up percentage				

Notes:

- **Annual price escalation will be affected every year in line with CPI.**
- **Consumables should be included in the rental of the machines.**

7.1.4. Vending machines on rental basis

Description	Quantity	Unit Cost	Monthly Cost (VAT Excl.)	Total monthly fee (Based on a 4-week month) (VAT Excl.)
Cashless Vending Machines	4			
Total Monthly Cost (Cost inclusive of mark-up)				
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for rental of vending machines over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for rental vending machines over 5 years (VAT inclusive)				
Mark up percentage				

Notes: Annual price escalation will be affected every year in line with CPI.

7.2. Consumables

The service provider shall purchase all groceries and bill the IDC for these items, IDC will pay the service provider in accordance with the pricing list. Bidders are required to provide a cost based on the cost scenarios in **Annexure D** which is informed by the current catering demand. Although this demand is not guaranteed, bidders are required to base their pricing proposals in accordance with this demand forecast.

7.2.1. Creche Groceries

The service provider shall be required to refer to the Price List and price in accordance with market related rates, which will serve as maximum prices that the service provider will be allowed to charge the IDC staff. **(Annexure D, TAB - Creche)**
The bidder's cost must be inclusive of mark up.

Total cost (VAT Excl.) Year 1	
Total cost (VAT Excl.) Year 2	
Total cost (VAT Excl.) Year 3	
Total cost (VAT Excl.) Year 4 (Optional)	
Total cost (VAT Excl.) Year 5 (Optional)	
Sub-total for Creche Groceries over 5 years (Vat Excluding)	
VAT at 15%	
Estimated total for Creche Groceries over 5 years (VAT inclusive)	
Mark up percentage	

7.2.2. Consumables

The service provider shall be required to refer to Price List and price in accordingly with market related rates, which will serve as maximum prices that the service provider will be allowed to charge the IDC staff. **(Annexure D, TAB – Consumables)**
The bidder's cost must be inclusive of mark up.

Total cost (VAT Excl.) Year 1	
Total cost (VAT Excl.) Year 2	
Total cost (VAT Excl.) Year 3	
Total cost (VAT Excl.) Year 4 (Optional)	
Total cost (VAT Excl.) Year 5 (Optional)	
Sub-total for Consumables List over 5 years (Vat Excluding)	
VAT at 15%	
Estimated total for Consumables List over 5 years (VAT inclusive)	
Mark up percentage	

7.2.3. Functions/Meeting

The service provider shall be required to refer to Price List and price in accordance with market related rates, which will serve as maximum prices that the service provider will be allowed to charge the IDC. **(Refer to Annexure D, TAB – Functions Price List for detail).**

7.2.3.1 Standard Continental Breakfast Menu

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Standard Continental Breakfast Menu	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for standard continental breakfast over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for standard continental breakfast over 5 years (VAT inclusive)				
Mark up percentage				

7.2.3.2 Standard English Breakfast Menu

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Standard English Breakfast Menu	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for standard English breakfast over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for standard English breakfast over 5 years (VAT inclusive)				
Mark up percentage				

7.2.3.3 Standard Lunch Menu

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Standard Lunch	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for standard lunch over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for standard lunch over 5 years (VAT inclusive)				
Mark up percentage				

7.2.3.4 Executive Lunch

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Executive Lunch	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for executive lunch over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for executive lunch over 5 years (VAT inclusive)				
Mark up percentage				

7.2.3.5 Standard Finger Lunch Menu

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Standard Finger Lunch	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for standard finger lunch over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for standard finger lunch over 5 years (VAT inclusive)				
Mark up percentage				

7.2.3.6 Executive Finger Lunch Menu

Description	Estimated Number of people per meeting	Estimated Number of meetings	Cost per Meeting	Estimated Total Cost per month
Executive Finger Lunch	10	20		
Total cost (VAT Excl.) Year 1				
Total cost (VAT Excl.) Year 2				
Total cost (VAT Excl.) Year 3				
Total cost (VAT Excl.) Year 4 (Optional)				
Total cost (VAT Excl.) Year 5 (Optional)				
Sub-total for Executive finger lunch over 5 years (Vat Excluding)				
VAT at 15%				
Estimated total for Executive finger lunch over 5 years (VAT inclusive)				
Mark up percentage				

7.2.4. Canteen Prices

The service provider shall be required to refer to the Price List and price in accordingly with market related rates, which will serve as maximum prices that the service provider will be allowed to charge the IDC staff. **(Refer to Annexure D TAB – Canteen Price List for detail).**

Total cost (VAT Excl.) Year 1	
Total cost (VAT Excl.) Year 2	
Total cost (VAT Excl.) Year 3	
Total cost (VAT Excl.) Year 4 (Optional)	
Total cost (VAT Excl.) Year 5 (Optional)	
Sub-total for Canteen Prices over 5 years (Vat Excluding)	
VAT at 15%	
Estimated total for Canteen Prices over 5 years (VAT inclusive)	
Mark up percentage	

7.3. Estimated Total Bid Price

Cost Element		Total Cost (VAT Inclusive)
7.1.1	Total management fee over 5 years	
7.1.2	Cleaning Chemicals fee over 5 years	
7.1.3	Rental of Coffee Machines fee over 5 years	
7.1.4	Rental of Vending Machines fee over 5 years	
7.2.1	Estimated total cost for creche groceries over 5 years	
7.2.2	Estimated total cost for consumables (groceries) over 5 years	
7.2.3.1	Estimated total cost for Continental standard breakfast menu over 5 years	
7.2.3.2	Estimated total cost for English standard breakfast menu over 5 years	
7.2.3.3	Estimated total cost for Standard lunch menu over 5 years	
7.2.3.4	Estimated total cost for Executive lunch menu over 5 years	
7.2.3.5	Estimated total cost for Standard finger lunch menu over 5 years	
7.2.3.6	Estimated total cost for Executive finger lunch menu over 5 years	
7.2.4	Estimated total for canteen prices over 5 years	
Estimated Total Bid Price (VAT Inclusive.)		

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T40/10/22**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide catering services to the IDC at the following total bid price (as reflected in table 7.3 above) over the period of 5 years as follows:

R..... **(Including VAT)**

In words

.....
..... **(Including 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 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	
Email address	
Postal Address	
Physical Address	

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

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	

Physical Address	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

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

Annexure 3: Bidder's Disclosure

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

² 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.

Annexure 4: 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.]

4.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

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

4.2 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				

4.3 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 6: 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 7: 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:

- 7.1 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.
- 7.2 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):
 - 7.2.1 any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
 - 7.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 7.2.3 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.
- 7.3 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
- 7.4 In the event that the bidder's circumstances change, after submission of its bid, regarding 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.
- 7.5 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.
- 7.6 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 8: Local Content Declaration (If Relevant)

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. 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.
- 1.5. 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:

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

Were

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

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

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

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

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

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

ISSUED BY: IDC

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

The local content percentages for each product have been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; - invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability and medical history; or biometric information (e.g., to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
9.1	<p>Accountability</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.2	<p>Processing Limitation</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.3	<p>Purpose Specification</p> <p>All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.4	<p>Further Processing Limitation</p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
9.5	Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.6	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers, and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.7	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.8	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date