



T05/01/24

**APPOINTMENT OF A SERVICE PROVIDER
TO CONDUCT RESEARCH TO ANALYSE
THE USED/SECOND-HAND SHIP AND BOAT
MARKETS IN THE LEISURE AND
COMMERCIAL INDUSTRIES AND THEIR
RESULTANT IMPACT ON THE BOAT/SHIP
BUILDING SECTOR SUPPLY CHAIN**

**BID CLOSING DATE:
05 FEBRUARY 2024 AT 11:00 AM**

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID	4
1. Proprietary Information	5
2. Enquiries	5
3. Bid Validity Period	5
4. Instructions on submission of Bids	5
5. Preparation of Bid Response	6
6. Supplier Performance Management	6
7. Enterprise and Supplier Development	7
8. IDC's Rights	7
9. Undertakings by the Bidder	8
10. Reasons for disqualification	8
11. Returnable Schedules	9
12. Evaluation Criteria and Weightings	10
13. Promotion of Emerging Black owned Service Providers	12
SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION	13
1. Special instructions to bidders	14
2. Purpose	14
3. Background Information	14
4. Objectives	15
5. Problem Statement	16
6. Methodology	16
7. Scope of work/Terms of reference	16
8. Deliverables	18
9. Skills Transfer Plan	20
10. Project timelines	20
11. Technical evaluation criteria	21
SECTION 3: PRICE PROPOSAL	26
SECTION 4: ANNEXURES	32
Annexure 1: Acceptance of Bid Conditions and Bidder's Details	33
Annexure 2: Tax Compliance Requirements	36
Annexure 3: Bidder's Disclosure	37
Annexure 4: Shareholders and Directors Information	39
Annexure 5: Response Format for Section 2	41

Annexure 6: BEE Commitment Plan	43
Annexure 7: Disclosure Statement	44
Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements	45

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:	Mr Luyanda Dlamini
Telephone Number:	+27 11 269 3767
Email address:	luyandad@idc.co.za

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 25 January 2024**.
- 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 **05 February 2024** 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 02 of 2016/2017: 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.
- 8.9** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

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 whose Tax Status is non-compliant on the Central Supplier Database (CSD), after they have been notified accordingly and still remain non-compliant;
- 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 POPIA requirements as listed herein.

11. Returnable Schedules

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

- 11.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 11.2 Schedule 1:**
 - 11.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
 - 11.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 11.3 Schedule 2**
 - 11.3.1 Copy of Board Resolution, duly certified;
 - 11.3.2 Originally certified copy of ID document for the Company Representative
 - 11.3.3 Annexure 2 of this RFP document (duly completed and signed);
 - 11.3.4 Annexure 3 of this RFP document (duly completed and signed);
 - 11.3.5 Annexure 4 of this RFP document (duly completed and signed);
 - 11.3.6 Response to Annexure 6: BEE Commitment Plan
 - 11.3.7 Bidders must submit a B-BBEE verification certificate. 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).
 - 11.3.8 Annexure 7 of this RFP document (duly responded to)
 - 11.3.9 Annexure 8 of this RFP document (duly completed and signed, if applicable);
 - 11.3.10 Annexure 9 of this RFP document (duly completed and signed);
 - 11.3.11 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.
 - 11.3.12 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 11.4 Schedule 3:**
 - 11.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
 - 11.4.2 Annexure 5 of this RFP document duly completed and signed.
- 11.5 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*)

12. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

12.1 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:

- Verification of Central Supplier Database (CSD) registration, Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- 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: 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.

12.2 Phase 2: Technical/ Functionality Evaluation

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

12.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

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

12.2.2 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
BIDDER'S EXPERIENCE	15
PROPOSED METHODOLOGY AND RESEARCH MODELS	20
QUALIFICATIONS, SKILLS, AND EXPERIENCE OF THE PROPOSED TEAM LEADER	25
QUALIFICATIONS, SKILLS, AND EXPERIENCE OF THE PROPOSED TEAM MEMBERS	20
SKILL TRANSFER PLAN	5
PROJECT PLAN	5
PRESENTATIONS	10
TOTAL	100

Note: Bidders who score 63 points out of 90 points (70%) or more in total for the functional/technical requirements, will be shortlisted for presentations.

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

12.3 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
Specific Goals ¹	20
TOTAL	100 points

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS
	(80/20 system)
Black ownership ²	10
30% Black women ownership	5
Any % of ownership by Black Designated Groups ³	2
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	3
TOTAL POINTS	20

²Black ownership: 100% black owned entities will score the full 10 points, and between 51% - 99.99% black owned entities will score 4 points.

³ Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

12.4 Phase 4: Objective Criteria

To ensure that a contract is awarded fairly and to the best bidder, the IDC will apply the objective criteria. Therefore, the IDC reserves the right to withhold the award of a contract to the highest scoring bidder if the award poses a risk to the IDC.

Objective Criteria are:

- The bidder that poses reputational risk to the IDC. This will be assessed in line with the bidder's disclosure (Refer to Annexure 7: Disclosure statement of this document).
- The bidder's financial capability in relation to the execution of the contract.
- The bidder's past performance in IDC contracts.

13. 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 either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: 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 "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. Purpose

The IDC administers the Industrial Policy Support Fund (IPSF) on behalf of the Department of Trade, Industry and Competition ("**the dtic**"). This tender is therefore facilitated by the IDC on behalf of **the dtic**.

The purpose of the study is to undertake comprehensive research on the local and global value chain of second-hand boats and ship market looking at all types of vessels (including steel hulled fishing vessels) and their impact on the boat/ship building industry in South Africa.

3. Background Information

the dtic identified the ship/boatbuilding industry as a priority sector with significant economic multipliers that contribute to the growth and employment in the South African economy. The ship/boatbuilding industry is made up of the manufacturing of working and leisure vessels, components manufacturing, maintenance and repairs, and associated services.

Over the past few years, **the dtic** received a number of requests from industry and State-Owned Companies (SOCs) to import second-hand vessels. **the dtic** has also received an enquiry from the regulator regarding the used/second-hand market of maritime vessels in South Africa. The regulator is of the view that the importation of used/second-hand vessels, including used/second-hand steel hulled fishing vessels for extended periods of deep-sea fishing purposes, will impact negatively on the local marine manufacturing industry. This is due to the fact that local industry will have to compete with well-established global companies, operating in the second-hand space. Furthermore, when refurbished, it is believed that imported used/second-hand commercial and leisure vessels have the potential to displace new locally built vessels from the local market. Industry, in particular the fishing industry, on the other hand is of the view that opening the economy to the importation of used/second-hand vessels, will create a momentum of activities in the support market industry such as maintenance, repairs and related services and increased

local spend. In addition, ships/boats are not generic models, and a buyer may be looking for a very specific vessel which may not be manufactured in South Africa.

The industry has expressed a concern that over the years, there have been applications to import second-hand boats, but the regulator has in the last number of years not given a positive response even after appeal processes. The industry indicated that the request to the regulator to import used/second-hand commercial or leisure boats/ships/vessels have been for vessels that the South Africa Marine manufacturing industry has no capacity in. The industry's view is in line with industry at large that the importation of used/second-hand commercial and recreational boats in SA will boost the marine vessel value chain and increase GDP and jobs.

It is against this background that a decision to conduct a study was taken, to inform **the dtic's** understanding on current issues related to the importation of second-hand vessels. In other words, the study will identify and analyse the economic benefits and risks of the importation of used/second-hand vessels for the growth of the South African boat/ship building industry.

4. Objectives

According to Trend Economy publication of 14 May 2023 reporting for the period 2002 - 2022, South Africa's use of its own production of "Yachts and other vessels for pleasure or sports; rowing boats and canoes" represents 2.13% valued at \$145 thousand in 2022. The importation of the same product was valued at \$7.2 million representing an increase in importation of 0.98% from 2021.

According to a study done by Kaiser and Associates for **the dtic**, the wider boatbuilding value chain, including other actors such as suppliers of key inputs and service providers, was estimated to include over 200 companies and employ over 2,800 people. The boatbuilding sector also entails the following activities:

- Manufacture of various components e.g., deck hardware, cooling & hydraulic systems, mounting equipment, stern gear, and propellers etc.;
- Repair and maintenance of equipment, e.g., outboard & inboard engines; and
- Other services, e.g., design, surveying, training, charter/rentals, retail, and consulting.

The regulator aims at protecting the local industry including upstream and downstream industries, against industries in other economies, which are in most cases subsidised by their respective governments. The importation of used/second-hand boats can have a negative impact on the local boatbuilding industry and its entire value chain.

Recreational boats and working vessels which are manufactured in South Africa are exported with low domestic sales given affordability issues experienced by local buyers. Thus, according to the industry, the importation of second-hand vessels, will have no bearing on the local industry and the value of boats manufactured domestically, but will positively affect the number of jobs in the value chain through the need for service, maintenance, and repairs of those second-hand vessels.

5. Problem Statement

The main objective of the study is to analyse and develop a report that informs **the dtic** on the used/second-hand vessels industry (in both the leisure and commercial industries), its local and global value chains and its impact on the local manufacturing industry. The report must provide detailed information, data and trends on affordability, sources, destinations, brands, players, and processes that leads to commercialisation of used/second-hand vessels in the global and local market. The study must analyse the regulations of markets on used/second-hand vessels in other countries in comparison to their local capacity for related products.

The study should also indicate what the implications on the local industry will be if the importation of used/second-hand vessels is allowed.

6. Methodology

The service provider is required to identify and use appropriate quantitative and qualitative methods, as appropriate, to assist in the analysis of the second-hand ship/boat market in consideration of related industries' views and the regulations on the matter.

The service provider is also expected to clearly stipulate the approach and provide a step-by-step explanation of the proposed process to reach the result of this requirement.

It will be imperative for the service provider to outline in the methodology why a particular method was chosen, what pros, cons and risk factors are.

The use of appropriate research techniques or approaches based on the need to involve and achieve the highest participation rate possible of individual companies/ industry associations into the process.

Note: A list of references demonstrating similar work and/or experience will be needed.

7. Scope of work/Terms of reference

The minimum work required under the project must include:

- Analysis of the following vessels but not limited to:
 - ✚ Vessels primarily used for fishing such as fishing trawlers including steel hulled fishing vessels;
 - ✚ Ferries;
 - ✚ Tugs;

- ✚ Dredgers;
- ✚ Sailing Yachts;
- ✚ Power Yachts;
- ✚ Sport vessels;
- ✚ Inflatable boats; and
- ✚ Other leisure and commercial vessels.

- A study that will provide a cost comparison between local new vessels and comparable used/second-hand vessels available locally and internationally.
- A study that will analyse if there is a case in the South African context in support for import for used/second-hand vessels taking into account the lead-time and urgency requirement of the end-users.
- A study that will determine the extent to which South Africa's local boat/ship building industry can compete with second-hand vessels on both the local and global market.
- A study that must determine South Africa's capability to manufacture similar or substitute vessels to those vessels that industry may wish to import from time to time, with specific reference to steel hulled fishing vessels with various specifications including on board fish processing and freezing capabilities.
- A study that will assess what would be the impact of imported used/second-hand vessels on components value-chain, maintenance, and repairs industry.
- A study that will identify targeted end-users, government agencies and companies that are currently involved in acquisition of used/second-hand vessels.
- A study that must determine the size of the market of used/second-hand vessels: country sourced from, the cost involved, the share of the market locally and internationally.
- A report that will include among others clear recommendations with a step-by-step implementation plan for the dtic and suggest a follow up mechanism that continuously measure the impact of the used/second-hand vessels on the marine manufacturing industry.

8. Deliverables

The appointed bidder will be required to produce the following:

Phases	Activities	Outputs	Timeframes
Phase 1	Inception Report	Upon appointment, the service provider will be expected to draft an inception report that will detail the overall approach, methodology and expected timeframe in which each phase of the project activities will be completed. The inception report will serve as a discussion document and will be the basis on which the detailed approach to the project is agreed upon. The inception report is an interim deliverable that is expected to be completed in one (1) month from the time that the Service Level Agreement (SLA) is signed with the service provider.	1 Month upon signing of SLA
Phase 2	Situational Analysis	Conduct an analyse that will include the development of a report that informs the dtic on the used/second-hand vessels industry (in both the leisure and commercial industries), its local and global value chains and its impact on the local manufacturing industry. The report must provide detailed information, data and trends on affordability, sources, destinations, brands, players, and processes that leads to commercialisation of used/second-hand vessels in the global and local market. The study must analyse the regulations/policies of markets on used/second-hand vessels in other countries in comparison to their local capacity for related products in consultation with relevant government stakeholders as well as private sector. Conduct a gap analysis that indicates what the implications on the local industry and its value chain will be if the importation of used/second-hand vessels is allowed. Sector overview: a detailed overview of the second-hand market, and all demand and supply issues. Amongst others, these should include all role players such as sellers, buyers, distributors, and users in the local and global	2 months

Phases	Activities	Outputs	Timeframes
		markets as well as challenges and opportunities (SWOT).	
Phase 3	Development of a Strategy/ Approach for the used/second-hand vessels industry	<p>The study will provide a cost comparison between local new vessels and comparable used/second-hand vessels available locally and internationally. The study will also analyse if there is a case in the SA context in support for import for used/second-hand vessels considering the lead-time and urgency requirement of the end-users. Furthermore, the study will determine the extent to which South Africa's local boat/ship building industry can compete with second-hand vessels on both the local and global market. An evaluation should be conducted to determine South Africa's capability to manufacture similar or substitute vessels to those vessels that industry may wish to import from time to time, with specific reference to steel hulled fishing vessels with various specifications including on board fish processing and freezing capabilities. The study must assess what would be the impact of imported used/second-hand vessels on components value-chain, maintenance, and repairs industry; and also identify targeted end-users, government agencies and companies that are currently involved in acquisition of used/second-hand vessels. The study must also determine the size of the market of used/second-hand vessels: country sourced from, the cost involved, the share of the market locally and internationally.</p>	2 Months
Phase 4	Strategy report and presentation of report to relevant stakeholders	The service provider is expected to develop a report that must include among others clear recommendations with a step-by-step implementation plan for the dtic and suggest a follow up mechanism that continuously measure the impact of the used/second-hand vessels on the marine manufacturing industry. They are also expected to present the report to the dtic and	1 month

Phases	Activities	Outputs	Timeframes
		relevant stakeholders.	

Note: Regular project progress reports and meetings with the steering committee members will be held every month end. A draft strategy document must be submitted to the steering committee members.

Submission of the final report

The report should be submitted in the following format:

- Final report with notes of the methodology used;
- Soft copies of the final report;
- Executive summary in Word;
- PowerPoint presentation of the report;
- Four (4) hard copies of the final report; and
- Three (3) copies of a USB version of the Executive Summary and final report.

9. Skills Transfer Plan

As part of this tender, the service provider is required to provide skills-transfer to build **the dtic** human resource capacity. As a minimum, this should involve providing research process involvement including stakeholder engagements, analysis of data and findings, results presentation, and strategies / recommendations formulation for nominated staff member(s) of **the dtic**.

10. Project timelines

The appointed service provider will be required to start immediately and complete the project within a period of six (6) months.

11. Technical evaluation criteria

11.1 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.

11.1.1 BIDDERS RELEVANT EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder is required to demonstrate their relevant as well as wide experience and knowledge of local and international used/second-hand vessels in both the leisure and commercial industry. Bidder to also have a sound understanding of sector economic modelling and the dtic strategic plan as well as the South African economic structure.</p> <p>The bidder is also required to demonstrate an understanding of the marine industry (leisure and commercial).</p> <p>To substantiate, the bidder must provide a minimum of three (3) relevant contactable references of projects where they provided similar services within the local and international industrial sector value chain.</p> <p>Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
<p>Substantiate / Comments</p>			

11.1.2 BIDDER'S PROPOSED METHODOLOGY AND RESEARCH MODELS	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate their thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must provide a detailed proposal of the methodology/approach to be used to carry out the scope of work outlined above and clearly demonstrating how the study objectives and deliverables will be achieved.</p> <p>The proposal must outline, amongst other things, the following:</p> <ul style="list-style-type: none"> • Step-by-step explanation of the proposed process to reach the result of this requirement, desktop, and first-hand research approach; • Outline of reason for choosing why a particular method was chosen, as well as its pros, cons, and risk factors; • The use of appropriate research techniques or approaches based on the need to involve and achieve the highest participation rate possible of individual companies/ industry associations into the process; and • Identification stakeholders to engage in the process. 			
<p>Substantiate / Comments</p>			

11.1.3 QUALIFICATIONS, SKILLS, AND EXPERIENCE OF THE PROPOSED TEAM LEADER	Comply	Partially Comply	Not Comply
<p>The proposed team leader is required to have wide experience and knowledge of strategy development of the the second-hand boats market strategy.</p> <p>The team leader is required to have a post graduate qualification in Commerce or Information Systems from a recognised tertiary institution and extensive experience in environmental management/sciences, social sciences, development studies, economics, entrepreneurship or business management; a minimum of ten (10) years combined technical experience in research, project management, socio-economic research and analytical skills, enterprise development, business planning/undertaking feasibility studies, programme design and developing funding models and reporting writing. The team leader must also have knowledge and understanding of the socio-economic challenges facing South Africa and relevant policies and programmes put in place to address these challenges. The leader to also have a sound understanding of the economic modelling and the dtic strategic plan and South African economic structure as well as knowledgeable about marine manufacturing sector including commercial and recreational sectors of boatbuilding.</p> <p>To substantiate, the bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • <u>CV of team leader</u> which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • <u>Case studies</u> detailing with the type of projects, the period of the projects, the magnitude of the projects and the result of the projects. <p>Please refer to Table (b) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

11.1.4 QUALIFICATIONS, SKILLS, AND EXPERIENCE OF THE PROPOSED TEAM MEMBERS	Comply	Partially Comply	Not Comply
<p>The bidder's proposed team members must demonstrate capacity and capabilities in the following:</p> <ul style="list-style-type: none"> - Five (5) years technical experience in the manufacturing of a ship/boat or project management of shipbuilding; - Good understanding of the dynamism of the ship/boatbuilding industry, extensive knowledge of, and expertise in ship/boatbuilding sector; - Extensive experience in developing projection models, and project management. Demonstrate expertise by referring to three (3) studies conducted previously by the proposed key team members; - Education qualifications for the proposed must include at least post-graduate degrees in area such as Economics, Development economics, Engineering, Maritime Science etc; - Clear understanding of the dtic objectives and its role on the development of industry; - Good knowledge and understanding of the Industrial Policy; - Good understanding of the aims and objectives of Preferential Procurement Regulations; and - Demonstrate ability in stakeholder mobilisation and management, including mediation by referring to projects reports written, and presentations conducted by the company (team); <p>To substantiate, the bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • <u>CVs of team members</u> which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • <u>Case studies</u> detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects. <p>Please refer to Table (c) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

11.1.5 SKILLS TRANSFER PLAN	Comply	Partially Comply	Not Comply
<p>The outcome of the skills transfer plan is to capacitate at least two (2) the dtic's staff members on the process from inception to conclusion of the assessment and the development of the second-hand boats market strategy. The skills transfer plan must therefore include the involvement of the two (2) the dtic staff members during the different stages of this project to facilitate this transfer plan and to enable the dtic to conduct similar studies on its own in future.</p> <p>The bidder must provide a skills transfer plan that will articulate how skills transfer will take place with the dtic over the period of the project to build capacity in the research methodology relevant to the scope of this tender. The plan must also demonstrate relevant tools, knowledge databases and provide research training to nominated staff member(s) of the dtic.</p>			
Substantiate / Comments			

11.1.6 PROJECT PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed project plan, which is to include key timelines to conduct an assessment and the development of the second-hand boats market strategy within a period not longer than six (6) months. The plan must indicate the key activities, timelines, and milestones/deliverables</p>			
Substantiate / Comments			

11.1.7 PRESENTATIONS

Shortlisted bidders will be invited for a presentation. The presentation must include but not limited to the following:

Presentations	Maximum Points
Interpretation of the TOR	3%
Bidder's Relevant Experience	2%
Proposed Methodology and Project Plan	3%
Qualifications, Skills and Experience of Key Personnel and the Team Leader	2%

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.	Compl y	Not Comply

6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures which took effect from 01 January 2014, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.	Compl y	Not Comply

Substantiate / Comments

7. COSTING MODEL

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Inception Report				
Situational Analysis Report				
Analysis of vessels				
Cost comparison between local new vessels and comparable used/second-hand vessels available locally and internationally				
Analyse if there is a case in the SA context in support for import for used/second-hand vessels taking into account the lead-time and urgency requirement of the end-users				
Determine the extent to which South Africa’s local boat/ship building industry can compete with second-hand vessels on both the local and global market				
Determine South Africa’s capability to manufacture similar or substitute vessels to those vessels that industry may wish to import from time to time, with specific reference to steel hulled fishing vessels with various specifications including on board fish processing and freezing capabilities				

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Assess what would be the impact of imported used/second-hand vessels on components value-chain, maintenance, and repairs industry				
Identify targeted end-users, government agencies and companies that are currently involved in acquisition of used/second-hand vessels				
Determine the size of the market of used/second-hand vessels: country sourced from, the cost involved, the share of the market locally and internationally				
Assessment/Strategy Report				
Draft Final Report				
Stakeholder Workshop				
Final Report With Recommendations				

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Skills Transfer Plan				
Disbursements				
TOTAL BID PRICE (VAT EXCL.)				
VAT (15%) if applicable				
TOTAL BID PRICE (VAT INCL.)				

Notes: Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

8. SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T05/01/24**, the General Conditions, and all other Annexures to the RFP Document, we offer to conduct an analysis of the used/second-hand ship and boat markets in the leisure and commercial industries and their resultant impact on the boat/ship building sector supply chain to IDC as specified in this RFP document.

R..... (Including VAT)

In words

R..... (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**

2.3.1 If so, furnish particulars:

.....
.....

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.

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.

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 Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

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

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 7.2 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 7.2 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 7.2 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: 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
8.1	<p>Accountability 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"/>
8.2	<p>Processing Limitation 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"/>
8.3	<p>Purpose Specification 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"/>
8.4	<p>Further Processing Limitation 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"/>
8.5	<p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.6	<p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
8.7	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"/>
8.8	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