



T35/09/22

**DEVELOPMENT OF A NATIONAL
STRATEGY FOR THE SOUTH
AFRICAN SYNTHETIC FOOTWEAR
INDUSTRY**

**BID CLOSING DATE:
03 OCTOBER 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: | <u>Mr Luyanda Dlamini</u> |
| Telephone Number: | <u>+27 11 269 3767</u> |
| Email address: | <u>luyandad@idc.co.za</u> |

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 23 September 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 **03 October 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 15 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 |
|---|---------------|
| Bidder's experience | 30% |
| Proposed methodology and research models | 25% |
| Qualifications, skills, and experience of the proposed team leader | 10% |
| Qualifications, skills, and experience of the proposed team members | 10% |
| Skill transfer plan | 5% |
| Project plan | 5% |
| Presentations | 15% |
| TOTAL | 100% |

Note: Bidders who score 59.5 points out of 85 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 BEE evaluation.

13.3 Phase 3: Preference Point System

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

| CRITERIA | POINTS |
|-----------------|-------------------|
| Price | 80 |
| B-BBEE | 20 |
| TOTAL | 100 points |

14. Promotion of Emerging Black owned Service Providers

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

SECTION 2: 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 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. Purpose

The Industrial Development Corporation 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 project is to undertake the development of a national strategy for the Synthetic Footwear Industry.

3. Background Information

The South African leather and footwear manufacturing industry grew at an average rate of 10% annually from 2012 recording highest footwear production and revenue in the history of South Africa in 2016. A slight decline in footwear production of -1.7% was registered in 2017 mainly due to the adverse local trading conditions and consumer confidence. Three (3) footwear manufacturers received the Black Industrialist Scheme (BIS) subsidy from **the dtic** on an investment commitment above R140 million. The annual Gross Fixed Capital Formation in the Leather, Leather Goods and Footwear industry increased from R208 million in 2010 to R334 million in 2015 at its peak. About fifty-one (51) new Leather, Leather Goods and Footwear companies were established from 2012 to October 2018.

Synthetic footwear is manufactured from a non-leather material. Synthetic material holds the appearance of leather but is not made from animal skin or hides but it is from natural / synthetic fibres and coated with a plastic polymer.

Synthetic Footwear are affordable, flexible, comfortable, easy to maintain, animal cruelty-free, continuously improving technology and comparatively less durable. The synthetic material shoes offer great waterproof qualities and is a cheaper substitute to leather footwear.

The South African market of synthetic footwear is over USD400 million and in 2020 the global synthetic footwear market was valued at USD 31,4 billion and predicted to grow by 7.8% annually. This growth is influenced by people becoming more conscious of where

the leather comes from and synthetic materials are used in many other industries like clothing, furniture, handbags, etc.

The Covid-19 lockdown has seriously affected manufacturing by scaling down legal economic activity through various restrictions on movement both up- & down- stream thus reducing demand. Contracting formal ethical employment in response to both economic curtailments, monitoring & such measures as distancing. While adding costs to formal employment by adhering to the same measures.

4. Problem Statement

South Africa manufacture mostly leather, waterproof and other footwear, whereas it imports greater numbers of Rubber, Synthetic, Plastic and Textile Footwear. The non-leather footwear which the country imports are more than leather footwear that are locally manufactured. The volumes of the non-leather footwear are much higher which is what significantly contributes to the trade deficit.

The key stakeholders together with **the dtic** has argued that for footwear capacity development, industry needs to further grow at the desired rate of 15 – 20 % annually and the non-leather footwear industry must be geared up to grow by more than the country is importing. Therefore, a proper strategy on the synthetic footwear should be developed.

Challenges faced by the sub-sector that should be addressed by this strategy, include the following:

- Competition from companies in the industry who are non-compliant (Bargain Council, Tax compliance, etc.) and are thereby able to offer reduced pricing;
- Limited design and technical capabilities;
- Small talent pool and an ageing workforce;
- Production delays due to inefficient systems; and
- Limited availability of synthetics materials.

5. Objectives

The objective of this study is to undertake the development of the national strategy for Synthetic Footwear Industry.

6. Methodology

The Service Provider will be required to clearly stipulate their approach and provide a step-by-step explanation of the proposed process to reach the end result of this requirement.

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

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

7. Scope of Work/Terms of reference

The scope of work for this assignment includes, but is not necessarily limited to, the following:

- Conduct an in-depth analysis of the capacity and capacity gap on synthetic footwear in the South African Footwear Industry;
- Conduct market gap analysis;
- Conduct value chain analysis;
- Conduct an analysis of the technology gaps in the synthetic footwear manufacturers;
- Conduct and compile a list of synthetic footwear gaps in the sector;
- Assess the industry capacity utilization and capabilities of the industry;
- Assess the 3D manufacturing capacity at Vaal University of Technology (VUT);
- Identify localization opportunities and import/export gaps;
- Develop key action programmes, target, and key performance indicators for addressing identified challenges and exploiting identified opportunities for capacity development; and
- Develop clear, practical, and implementable recommendations on how the national strategy will be implemented. Indication of resources and structures that will be required to implement the strategy (e.g., key government departments, industry players, skills, etc.).

The appointed service provider will be required to undertake all work pertaining to this research on development of the national strategy for synthetic footwear industry in South African.

8. Deliverables

The service provider will be required to produce:

| Phases | Activities | Outputs | Timeframes |
|-----------------|------------------|---|-----------------------------|
| Phase 1. | Inception Report | <p>Inception report</p> <p>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.</p> | 1 Month upon signing of SLA |

| Phases | Activities | Outputs | Timeframes |
|----------|--|---|------------|
| Phase 2. | Situational Analysis | <p>Situational Analysis</p> <p>Undertake to develop the strategy for synthetic footwear.</p> <ul style="list-style-type: none"> Undertake an in-depth analysis of the capacity and capacity gap in the South African synthetic footwear industry; Conduct an analysis the technology gaps in the synthetic footwear manufacturers; Conduct and compile the list of competitiveness gaps in the sector; and Assess the 3D manufacturing capacity at VUT. <p>Develop key action programmes, target, and key performance indicators for addressing identified challenges and exploiting identified opportunities for capacity development.</p> | 3 months |
| Phase 3. | Development of a National Strategy for the South African Synthetic Footwear Industry | <p>Development of the national strategy for the sector:</p> <ul style="list-style-type: none"> From this roadmap, phased projects should then be scoped and planned for implementation to take the South African synthetic footwear industry to a more efficient, advanced, and productive level. The strategy should be implementable in the immediate taking to account the South African context and the challenges that the sector is facing with. | 1 Months |
| Phase 4 | National strategy and presentation report to relevant stakeholders | <p>Formulation of an report and presentation of report to relevant stakeholders.</p> <p>The service provider is expected to provide the research report with recommendations and present the report to the dtic and relevant stakeholders.</p> | 1 month |

A Project Steering Committee (PSC) will be established to guide and review the progress of the study. Monthly progress reports and meetings with **the dtic** should be held every agreed date of the month with project steering committee to report on the progress.

Submission of the final report:

The service provider will report to **the dtic** for the duration of the project. The final report and presentation will be signed off by the Director before the contract is deemed fulfilled and final payment is made. **the dtic** will have the final say on the approval of the projects.

Please note that the service provider will be required to source their own key statistics and data relevant to the completion of this project.

The deliverable for the project includes:

i. Inception Report

Once the appointment has been made the service provider has one **(1) month to submit the inception report** detailing the scope of work, methodology and deliverable etc. for the duration of the project.

ii. Progress Reports

Progress Reports on relevant data and information, outline of relevant theoretical background data, and information collected, and preliminary results will be required now and then by **the dtic**.

iii. Presentation and Final Report

A presentation will be made to **the dtic**, prior to finalization for input for the final presentation and report. Report on findings and specific recommendations covering the project objectives. The results derived must be quality controlled, analysed and interpreted in accordance with the objectives and scope of the study.

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 CD/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 working closely with the project leader.

the dtic will closely monitor the implementation and progress of skills transfer to **the dtic** employees. This is to adhere to the circular “Findings of the Auditor-General’s report on the use of consultants at selected National Departments” issued by the Department of Public Service and Administration (DPSA). It is stated in the circular that “contracts for the use of consultants should be tied to training and transfer of skills from consultants to departmental staff and that this provision should be optimally applied and monitored.”

NB: The service provider is required to outline the skills transfer plan as part of this proposal.

10. Project timelines

The appointed service provider(s) will be required to start immediately and provide the services for 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 BIDDER'S RELEVANT EXPERIENCE | Comply | Partially Comply | Not Comply |
|--|--------|------------------|------------|
| <p>The bidder is required to demonstrate their relevant as well as wide experience and knowledge of the local and international footwear industry. The bidder is to have a sound understanding of sector economic modelling and the dtic strategic plan as well as the South African economic structure and also be knowledgeable about the synthetic footwear industry.</p> <p>The bidder is also required to demonstrate an understanding of the footwear manufacturing sector.</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. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p> | | | |
| Substantiate / Comments | | | |

| 11.1.2 BIDDERS PROPOSED METHODOLOGY | Comply | Partially Comply | Not Comply |
|--|--------|------------------|------------|
| <p>The bidder must demonstrate 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 end 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 Synthetic Footwear sector.</p> <p>The team leader is required to have a post graduate qualification and extensive experience in environmental management/sciences, social sciences, development studies, economics, entrepreneurship, or business management; a minimum of ten (10) years combined experience in 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. Leader to also have a sound understanding of the economic modelling and the dtic strategic plan and South African economic structure.</p> <p>The team leader must have a relevant post graduate qualification from a recognised tertiary institution, with active registration with the South African for National Scientific Professions (SACNASP) an added advantage.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • CV of team leader which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • Case studies 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 (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 proposed team members are required to have an understanding of the dtic objectives. The members are also required to have a minimum of five (5) years practical experience in socio-economic research, development studies and analytical skills. Further experience of stakeholder engagement in issues related to the footwear industry sector.</p> <p>The aforementioned experience should be proven by the provision of a minimum of three (3) similar previous projects/references of similar services provided. The references should detail the type of projects, the period of the projects, the magnitude of the projects, the role of the project team member and the result of the projects.</p> <p>Registration with the South African Council for National Scientific Professions (SACNASP).</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • CVs of team members which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • Case studies 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> | | | |
| <p>Substantiate / Comments</p> | | | |

| 11.1.5 SKILLS TRANSFER PLAN | Comply | Partially Comply | Not Comply |
|---|--------|------------------|------------|
| <p>As part of their submission, the service provider is required to provide a skills transfer plan to build the dtic human resource capacity. This will include the capacitation of three (3) dtic staff members on the process from inception to conclusion. The skills transfer plan must therefore include the involvement of the three (3) 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 service provider is required to outline a detailed skills transfer plan as part of this proposal which will include, amongst others, the following:</p> <ul style="list-style-type: none"> • An actual plan of how skills will be transferred and associated timelines; • Indication of the stages during the work where the dtic officials will be involved; and • Indication of the skills, which they will acquire therefrom. <p>the dtic will closely monitor the implementation and progress of skills transfer to the dtic employees.</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 within a period not longer than six (6) months from commencement date. 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 | 5% |
| Bidder's Relevant Experience | 5% |
| Proposed Methodology | 5% |

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

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

2 Are the rates quoted firm for the full period of the contract?

| | |
|-----|----|
| YES | NO |
|-----|----|

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

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

4

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

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

| Activity/ Deliverable | Resource(s) | Rate/Hour per resource | Number of hours | Total Cost (VAT Excl.) |
|--|-------------|------------------------|-----------------|------------------------|
| INCEPTION REPORT | | | | |
| | | | | |
| | | | | |
| | | | | |
| SITUATIONAL ANALYSIS | | | | |
| | | | | |
| | | | | |
| | | | | |
| DEVELOPMENT OF THE TURNAROUND STRATEGIC OPERATIONAL PLANS | | | | |
| | | | | |
| | | | | |
| | | | | |
| ASSESSMENT REPORT AND PRESENTATION OF REPORT TO RELEVANT STAKEHOLDERS | | | | |
| | | | | |
| | | | | |
| | | | | |
| SKILLS TRANSFER TO THREE (3) DTIC OFFICIALS. | | | | |
| | | | | |
| | | | | |
| | | | | |
| FINAL REPORT | | | | |
| | | | | |
| | | | | |
| | | | | |
| DISBURSEMENTS | | | | |
| TOTAL BID PRICE (VAT EXCL.) | | | | |

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. **T35/09/22**, the General Conditions and all other Annexures to the RFP Document, we offer the development of a National Strategy for the South African Synthetic Footwear Industry in this RFP document.

R..... **(Excluding VAT)**

In words

R..... **(Excluding VAT)**

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

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

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

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

| If Individual Bidder: | |
|------------------------------|--|
| Email address | |
| Postal Address | |
| Physical Address | |

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

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

Annexure 2: 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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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.

2.2 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:

.....
.....

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

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 |
|--------------------------------|------------------|-------------|---------------|
| | | | |
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| | | | |

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the Team Leader:

| Name | Position | Role / Duties in this Project | Relevant Project Experience | |
|------|----------|-------------------------------|---|---------------------|
| | | | Project description, Client, Project period | Years of Experience |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Table (c) Details of the key personnel of the bidders' proposed project team:

| Name | Position | Role / Duties in this Project | Relevant Project Experience | |
|------|----------|-------------------------------|---|---------------------|
| | | | Project description, Client, Project period | Years of Experience |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

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:

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

Annexure 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:

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

Where

x is the imported content in Rand

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

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) 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.

- 4. 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

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.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 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.

- (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 |
|------|--|---------------------------------|--------------------------------|
| 11.1 | <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"/> |
| 11.2 | <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"/> |
| 11.3 | <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"/> |

| Item | GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION | Yes | No |
|------|--|---------------------------------|--------------------------------|
| 11.4 | <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 seeks 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"/> |
| 11.5 | <p>Information Quality</p> <p>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"/> |
| 11.6 | <p>Open Communication</p> <p>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"/> |
| 11.7 | <p>Security Safeguards</p> <p>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.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11.8 | <p>Data Subject Participation</p> <p>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.</p> | 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