



Palm Square Business Park,
Silverwood House,
East London, 5241
Eastern Cape
Tel: (043) 711 6000
Website: www.idt.org.za

INDEPENDENT DEVELOPMENT TRUST

TENDER NUMBER: IDT/EC/11/OFFICELEASE/ADM/2025/6

BID FOR THE PROVISION OF SUITABLE OFFICE SPACE AND PARKING BAYS FOR INDEPENDENT DEVELOPMENT TRUST (IDT) EASTERN CAPE REGIONAL OFFICE BASED IN EAST LONDON FOR A PERIOD OF 36 MONTHS WITH AN OPTION TO EXTEND FOR FURTHER 24 MONTHS.

THE COMPLETED BID DOCUMENT, SEALED IN AN ENVELOPE AND CLEARLY ENDORSED

“IDT-EASTERN CAPE OFFICE LEASE”

MUST BE PLACED IN THE TENDER BOX SITUATED AT THE ENTRANCE TO THE OFFICES OF THE IDT

(RECEPTION TENDER BOX)

CLOSING DATE: 06 June 2025 @ 12h00

BIDDER'S INFORMATION
(Must be completed by Bidder)

Company Name	
Contact Person	
CSD NUMBER	
Cell / Tel Number	
Fax Number	
E-mail Address	

Delivered to:

The Independent Development Trust
Eastern Cape Regional Office
Palm Square Business Park
Silverwood House
Bonza Road, Beacon Bay
East London

ABBREVIATIONS

SANS	South African National Standards
SABS	South African Bureau of Standards
HVAC	Heating Ventilation and Air Conditioning
COC	Certificate of Compliance for Electrical Installation
OHS	Occupational Health and Safety
SANS	South African National Standard
MPSS	Minimum Physical Security Standards
ICT	Information Communication Technology
UPS	Uninterrupted Power Supply
SAPOA	South African Property Owners Associations
CPI	Consumer Price Index
TIA	Tenant Installation Allowance
GLA	Gross leasable area
ACS	Access Control System
FEE	Fire Extinguisher Equipment
PACS	Physical Access Control System

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT 1999, THE IDT SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to ensure that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. No alterations will be allowed, any alterations added to the document will lead to disqualification.
13. Use of correcting fluid is prohibited.
14. Bids will not be opened in public and the list of bidders and bidding amounts will be published on IDT website.
15. The bidder must initial each and every page of the document.
16. Quorier responsible for registering the bids in the bid submission register



1. INTRODUCTION

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by its Deed of Trust, the Public Finance Management Act (Act No. 1 of 1999), as amended by Act of No. 29 of 1999 (PFMA) and other relevant legislative frameworks. The IDT is mandated to support government in development programmes implementation across the three spheres of government. Its primary focus is on social infrastructure programme delivery management, i.e. schools, hospitals, courts, etc.

The primary legislation applicable to the Independent Development Trust (IDT) in South Africa includes the Constitution of the Republic of South Africa, 1996, the Public Finance Management Act (PFMA) of 1999, the Construction Industry Development Board Act of 2000.

Other relevant legislation for IDT operations may include:

Prevention and Combating of Corrupt Activities Act, 2004

Labour Relations Act, 1995

Occupational Health and Safety Act, 1993

Employment Equity Act, 1998

Pension Funds Act, 1996

Companies Act, 2009

Trust Property Control Act, 1988

2. CONTEXT

The IDT is a Schedule 2 State owned entity which manages the implementation and delivery of critically social infrastructure programmes on behalf of government. The IDT is committed to ensuring the implementation of the Codes of Good Practice. The IDT reports to the Minister of Public Works and Infrastructure who is a Shareholder representative and it's Executive Authority. The IDT's national office is located in Pretoria and has regional offices in all of the country's nine provinces

3. PURPOSE

The purpose of this bid is to find suitable Office space for the IDT Eastern Cape Regional Office based in East London.

4. BUILDING SPECIFICATION:

The bid shall include costing for both common areas specification requirement and lettable space requirement and parking bays as listed below: -

4.1. Office Location

- IDT requires office space for its Eastern Cape Regional Office in East London.
 - The office accommodation should be at least 20km away from CBD.

4.2. Premises Accessibility

The premises must be within the vicinity of Public Transport amenities.

4.3. Office Space Requirements

The IDT – EC regional Office requires an estimate of as follows:

- The office space needs to be at least 1358 square metres, with 40 covered parking bays and 20 visitor parking spaces. The office currently has 51 employees. The toilet's space is as follows. Three ablution facilities (Three cubicles and three basins for women, and three cubicles, three basins, and three urinals for males) and ablution facility to make a provision for disabled persons as per part P and Part S of SANS 10400
- It must be close to public transport system, within a corporate zoned area with adequate parking away from the CBD, industrial and retail outlets.
- The building must be compliant and in good working condition creating a conducive environment;
- The Building must have suitable facilities such as lights; air-conditioning and a serviced lift if not on the ground floor.
- Grade B Building or higher in terms of SAPOA office grading definitions.
- All staff, including management, have working space, as well as additional space for a public waiting area, two consultation rooms, two boardrooms, dining hall, minimum of two kitchens and a reception area.
- Fully functional energy efficient air conditioning must be provided in all tendered space
- Fully functional lifts if applicable.
- Regulated/controlled vehicular and pedestrian entrance and exit (with guard house)
- The ideal location is a stand-alone building in a secured office park around East London.
- The Office must be well secured with access control, to accommodate a minimum number of 60 staff.
- The office must be user friendly to people living with disabilities and include ramps and / or lifts where necessary to conform to SANS 10400 Part T and S for people living with disabilities.
- The service provider must provide separate ablution facilities for both male and female
- The office space must be provided with a fully functioning energy efficient Air conditioning system that can be controlled individually by the occupant of the office.
- The offices must have an uninterrupted power supply (to power the server room, network system and telephone lines).
- Landlord must be willing to allow IDT branding to be mounted on the outside of the building
- The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement.
- Building must not have rising damp or visible structural defects or wall cracks exceeding 5mm.
- The building must have natural ventilation and natural light.
- Energy saving building will be an additional advantage.
- Compliance with all building laws, regulations and bylaws including Compliance with the occupational health and safety Act

- The building must be zoned by the local authority for office, business or commercial purposes. The bidder must provide IDT with title deed and zoning certificate will be required on or before awards.
- If the building is a high rise building, the lift installation should be in compliance with laws and regulations.
- The building must have a 24-hour security for the office building and parking areas.
- If the bidder proposes to refurbish the existing building, the bidder should submit the following documents:
 - a) Floorplans of the building or space being offered.
 - b) Commitment letter to refurbish the building as per the tenant specification with a Tenant Installation amount.
 - c) Partitioning as per IDT's specification
 - d) Air-conditioning (preferably split units) Painting - with corporate colours
 - e) Floor covering - with corporate colours
 - f) Power skirtings - with two power plugs per work station
 - g) Network and telephone points.
 - h) Blinds - with corporate colours.
 - i) UPS facility integrated into specific plug points.

4.4. Parking

Parking must be provided within the same building and must be safe, secure and access controlled.

- The office must have 40 covered parking bays minimum
- Minimum of 20 Visitors Parking bays

4.5. The office accommodation structure required

Number	Specification Description	Quantity
1.	Offices	X 14 Offices
2.	Open Plan workstations	X 7 clusters
3.	Filling Room – Bulk Filers Room (Fire rated partition wall)	X 4
4.	Boardrooms	X 2
5.	Client Meeting Room	X 1
6.	Consulting Room	X 1
7.	Storage Room	X 1
8.	2 hours fire rated Server Room	X 1
9.	Three ablution facilities (Three cubicles and three basins for women, and tee cubicles, three basins, and three urinals for males) and ablution facility to make a provision for disabled persons as per part P and Part S of SANS 10400	
10.	Parking bays for staff and visitors	40 Covered parking bays and 20 visitors parking bays

11.	<p>The premises must be fitted with the following equipment's that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit maintenance records post the evaluation process and before awarding of the contract.</p> <p>11.1. Health and Safety equipment</p> <ul style="list-style-type: none"> • Fire sprinkler system or an exemption certificate • Smoke detector system • Fire extinguisher • Hose pipes • Fire alarm system <p>N:B please note that the health and safety equipment must be in line with SANS 10400. Bidders are to submit proof of their compliance with the relevant SANS as well as indicate where they are excluded from complying with the SANS. Said proof should be on an official letterhead from an entity or person who is authorized to confirm and / or certify compliance with the SANS.</p> <p>11.2. Controlled access system</p> <p>11.3. Air conditioners</p>	

4.6. Lease Period

The lease period will be for a period of 36 months with an option to extend for further 24 months

4.7. Occupation Date

The building should be completed and ready for occupation by 01 October 2025.

Note: Bidders are required to advise IDT without delay if the availability status of the property changes

4.8. Price schedules including VAT detailing: -

- ☐ The price inclusive of VAT for the duration of contract must be inclusive of:
 - 36 Monthly rental fee for the office space and parking bays must be separated from the monthly utility fee. The total rental amount for the 36 months must be carried to form of offer section which will be used for price and specific goal evaluation.
 - Separate pricing monthly rental fee for further 24 months in case IDT decide to extend the lease contract for further 24 months. The additional 24 months' total amount MUST NOT be included in the form of offer section.
 - The applicable annual escalation rate must be indicated for each year;
 - All building maintenance related costs (aircons, plumbing, electrical maintenance), including all fixed equipment

- IDT reserves the right to extend the initial 36 months' contract period by further 24 months.

4.9. Billing

- It is the Service Provider's responsibility to provide monthly rental and utility bill invoice by the 25th day of each month to be paid end of the month.

4.10. Maintenance

- Demonstrate and sustain quick response in terms of compliant with regards to structural related issues such as the conditions of the building, roof leakages, structural defects and any building maintenance required etc.
- The service provider must be available for an annual review of its services in term of structural challenges etc.
- The landlord will be responsible for significant structural repairs, maintenance of common areas, and major system issues like plumbing or electrical problems, and aircon maintenance and replacement when necessary.
- The landlord has the responsibility to ensure the fire extinguisher equipment is serviced yearly.
- The landlord has the responsibility to ensure that lifts are serviced regularly.

NB: Bidders must provide proof of physical address of the office space tendered for inspection purposes as part of the returnable documents inclusive of GPS coordinates.

5. ACCESS TO LEASED PROPERTY

The proposed leased property must be made available at least 30 days before occupation and to be in good condition and clean within 21 days after occupation date.

6. PROOF OF OWNERSHIP

The bidder must be the owner of the property and proof of ownership of the proposed properties must be submitted together with the bid documents. In case where the agent has been appointed to manage the property and to submit the bid, the power of attorney or any acceptable written proof of appointment as an agent must be provided with the bid together with the proof of ownership with the proposed property.

7. PENDING LITIGATIONS

All bidders must provide details of all pending litigations (especially interdicts) relating to the proposed property and land if any.

8. PARTITIONING OF THE OFFICES:

Partitioning of the offices in line with the requirement of the IDT will be the responsibility of the landlord as per the requirement provided for by the IDT. The partition should be completed before the IDT takes occupation. The Bidder should be able to provide a white box solution with

retro fitting to IDT requirements following a successful conclusion of service level agreement (SLA) at no additional cost to the IDT.

Certificate of Compliance for Electrical Installation

Valid Electrical Compliance Certificate must be submitted together with the Bid Document

SPECIFIC OFFICE SPACE REQUIREMENTS:

a) Require approximately 1358 sqm for administration offices

Category	Quantity	Sqm	Total sqm	Office Specification
RGM's office	1	30 m ²	30 m ²	Soundproof enclosed office, Inter - leading door PA's office
PA to RGM	1	08 m ²	08 m ²	Office linked to the RGM's office
Portfolio Manager	1	25 m ²	25 m ²	Soundproof enclosed office, use full height acoustic demountable partitioning and glass panel.
Program Managers and Cost Engineer	6	15 m ²	90 m ²	
Admin and Finance Manager (AFM)	1	25 m ²	25 m ²	Soundproof enclosed office, use full height acoustic demountable partitioning and glass panel.
Senior SCM Consultant	1	10 m ²	10 m ²	
Project Accountant	1	10 m ²	10 m ²	
Performance Information Management Officer	1	10 m ²	10 m ²	
SCM Officers (Shared Office Spaces)	1(to accommodate)	30 m ²	30 m ²	To accommodate cluster desks

	4 officers at a time)			
Finance Officers (Shared Office Spaces)	1(to accommodate 4 officers at a time)	7m ² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture	30 m ²	To accommodate cluster desks
Project Management				
Project Implementation Managers (Shared Office Spaces)	3 (to accommodate 4 officers in one shared office space)	12m ² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture	187.20 m ²	To accommodate cluster desks
Graduates, PIA's and Interns				

Open plan workstations (Shared Spaces)	13 Graduates Plus Interns (Techs)	7m ² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture	118.30 m ²	To accommodate cluster desks
	4 Programme Implementation Administrators (PIAs Techs)	(7m ² each)	36.4	

	<p>2 x EPWP Programme Implementation Administrators (PIAs)</p>	<p>7m² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture (10 m² each)</p>	<p>44.20 m²</p>	<p>To accommodate cluster desks</p>
	<p>2 x EPWP Social Facilitators</p>			
	<p>5 x EPWP Data Capturers</p>	<p>7m² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture (10 m² each)</p>	<p>45.50 m²</p>	<p>To accommodate cluster desks</p>

	4 Interns	7m ² is the minimal allowable space per open plan desk. Add 20% Additional space extra over for allowance of circulation space. Add additional 10% for structural area, and occidental furniture	36.40 m ²	To accommodate cluster desks
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Consulting room 10-Seater	1	20 m ²	20 m ²
Consulting room 06-Seater	2	15 m ²	30 m ²
Boardroom 70 - Seater	1 (Big)	80 m ²	80 m ²
Boardroom 10-Seater	1 (Medium)	30 m ²	30 m ²
Cleaner's change room	1	6 m ²	6 m ²
Sick Bay	1	6 m ²	6 m ²
Server Room	1	6 m ²	6 m ²
Filing (2hr fire rated)	4	40 m ²	160 m ²
Disabled toilet. Usually Unisex for disabled.	1	4 m ²	4 m ²
Staff Female Toilets as per SANS 10400-part P	Building regs will require 10 WC, and 3 WHB's	30 m ²	30 m ²
Staff Male toilets as per SANS 10400-part P	Building regs will require 6 WC, 4 UR, and 3	30 m ²	30 m ²

	WHB's		
Reception area (Enclosed reception area)	1	20 m ²	20 m ²
Fully Fitted Kitchenette	2	12 m ²	24 m ²
Records Office (This office is to be located next to the filling room and to have internal access to the filling room)	1	20 m ²	20 m ²
SCM Records Office (This office is to be located next to the filling room and to have internal access to the filing room)	1	30 m ²	30 m ²
Storeroom	1	15 m ²	15 m ²
Communal Resting space/outdoor space	1	32 m ²	32 m ²
TOTAL			1358 m²

Total = **1358 m²**

This m² and other requirements as indicated above are approximate sizes, if the office space that will be offered is different in layout and size, it must be indicated as such on the proposal.

- b) Require **60** Parking Bays for staff motor vehicles and clients. 40 of the 60 parking Bays should be covered

CATEGORY	QUANTITY	m²	TOTAL m²
Covered	40	14.25	
Open Parking	20		

9. CONDITIONS:

The lease agreement will be for three years, starting October 1st, 2025. The IDT reserves the right to extend the contract for an additional 24 months, and bidders will be required to provide monthly rental for years 4 and 5.

10. BID VALIDITY

The bidder must confirm that its proposal will remain valid for 90 days after the tender closes, during which time it will not change its proposed rates and prices.

11. TARRIFS/ DISCOUNT ADJUSTMENTS

The successful bidder must include any annual escalation adjustments in the bid document. The industry range requires a 6% to 8% annual increase.

NB. The increase will only apply to the second year of the lease agreement.

12. TRANSACTION / SERVICE FEES

The successful bidder must provide a detailed breakdown of service fees per month. (Rent, utility bills, parking, refuse collection). An indication of Value Added Tax (VAT) must be explicit about the fees. The cost structure should be clearly indicated.

13. RECOMMENDED BIDDERS MAY BE REQUIRED TO:

- 13.1. Make a presentation to the IDT when required to do so;
- 13.2. Demonstrate professionalism in letting management, as well as flexibility in accommodating the IDT's specific needs
- 13.3. Demonstrate and confirm the ability to deal with emergency situations within 24 hours in terms of serious structural defects such as roof leakages, roof tile replacement, blocked toilet, burst water pipes, burst geysers, any electrical hazard, etc.;
- 13.4. Prompt response to all maintenance related issues;
- 13.5. Access control and 24/7 physical security with reputable and experience security company.

14. RESPONSIBILITIES OF THE SERVICE PROVIDER

The shortlisted bidder must arrange relevant site inspection of the property however the IDT reserves the right to conduct such visits in the absence of the successful bidder; this will be noted and collated to a formal snag list and kept for record purposes.

15. REQUIRED KNOWLEDGE, SKILL AND EXPERTISE

- 15.1. The service provider must have proficient knowledge and experience in the following areas: -
- 15.2. Knowledge and understanding of corporate office space and cotemporary space planning methodologies;

15.3. Understanding of National Building regulations.

20. PROCUREMENT APPROACH

20.1. The required services shall be procured through a Bidding Process, as per the IDT SCM policy and procedures.

20.2. Bids submitted by means of e-mail, facsimile, electronic or similar means shall not be considered. Only bids submitted in hard copies will be accepted.

20.3. Tender submissions will require at a minimum the following:

- Executive summary;
- Approach to property management;
- Indication of technical and support systems;
- Description and breakdown of similar work executed successfully; and
- Tender price for 36 months with an option to extend 24 months (clearly outlining the disaggregated costing per activity and sum up to the total price).

21. EVALUATION PROCESS

21.1. Bid/Tender will be evaluated in accordance with the IDT's Supply Chain Management Policy, which conforms to the provisions of the Preferential Procurement Policy Framework Act and its Regulations.

21.2. The tender evaluation criteria, in line with the IDT Supply Chain Management Policy, will be as follows:

- **Phase 1:** Mandatory requirement;
- **Phase 2a:** Functionality Bidder to score a total of 70 functionality points out of 100; A bidder that scores less than 70% of total functionality points will not be further evaluated.
- **Phase 2b:** Site inspection
- **Phase 3:** 80/20 Price and Preference Point system will be used where 80 points is for price and 20 points is for Specific Goals as cited above.

21.3. Preference points for Specific Goals as stipulated in the criteria.

22. EVALUATION CRITERIA

The bid will be evaluated on the following three phases:

22.1. Phase 1: Mandatory requirement

REQUIRED INFORMATION (COMPULSORY / MANDATORY)

All bids will be evaluated on the responsive criteria to determine compliance with the following mandatory documents:

MANDATORY (ALL COPIES SUBMITTED MUST BE ORIGINALLY CERTIFIED)	SUBMITTED	
	YES	NO
The form of offer and pricing schedule must be completed by hand using the black permanent ink.		
Letter of authority by the Legal Entity, authorizing a person dedicated to sign documents on behalf of the bidder, with the exception of sole director companies		
Bidder must be registered on CSD		
Fully completed and signed SBD1; SBD 4 and SBD 6.1		
PROPERTY OWNERSHIP If bidder is the owner of the property. Certified copy of deed registration ownership/Power of Attorney/ Subletting agreement (refer to item 6 above)		
PROPERTY SIZE / SIZE OF THE PREMISES 1358 sqm for office space Minimum of 60 parking bays Compliance requirements Property prospectus to be attached which must highlight the following: a) Schematic drawings / design concept plans b) GPS Location c) Proof of Physical Address		
CONDITION / REQUIREMENTS OF THE PROPERTY The premises must meet all relevant legislative requirements. Bidders must provide certification of compliance in relation to the following: a) Electrical Requirements b) Fire requirements c) Mechanical requirements d) Universal access, it must accommodate people with disability; internally and externally in compliance with relevant Acts. NB: IDT have a right to verify all the COC.		
Third Party liability insurance and SASRIA insurance for the building structure		
Occupancy Certificate from the local municipality (if the building is new)		
LOCATION OF PREMISES The premises should be located within East London. Compliance requirements should be physical address and GPS Coordinates.		

Zoning certificate obtainable from Municipality		
Drawings-Proposed Comprehensive Tenant Layout plans and Site Plans of the accommodation offered must be submitted with the bid.		
<p>BUILDING SUPPORT SERVICE</p> <p>The following services must be available on occupation with back-up facilities for business continuity:</p> <ul style="list-style-type: none"> • Water • Electricity • Sanitation • Refuse Removal services • Valid municipal clearance letter should be submitted <p>All relevant documentation from the relevant municipality confirming that all services are fully paid prior occupation (municipal clearance). Compliance requirement: The bidder is required to submit a letter of undertaking / commitment to comply with all the listed requirements on submission of the bid.</p>		

NON-MANDATORY (ALL COPIES SUBMITTED MUST BE CERTIFIED)	SUBMITTED	
	YES	NO
CIPC Certificate (proof of company ownership)		
Tax Clearance Certificate with SARS pin		
Pictures of the office building in colour include parking, basement if any, the inside of the building		

NB: Any bidder who does not comply with the above mandatory requirements will be eliminated in phase one of the evaluation.

22.2 Phase 2a : Functionality Criteria

The functionality criteria will be evaluated as follows:

DETAILED BREAKDOWN OF QUALITY POINTS

DETAILS	TOTAL MAX POINTS	ITEM MAX POINTS
CRITERIA 1: APPROACH		
1.1 PROPERTY LETTING AND MANAGEMENT EXPERIENCE (CLIENT REFERENCE LETTER)	20	
<p>a. The letter must be in the letter head of the Client and signed by authorised person.</p> <p>b. The reference letter(s) must indicate start and end date of the previous or current lease.</p> <p>c. The lease term must not be older than 15 years (Contract lease end date) hence the importance of indicating contract lease start and end date.</p> <p>d. The reference letter must indicate client physical address, landline and email of the client for verification purpose</p> <p>e. The Client reference must be for office or corporate lease contract in order to be considered.</p> <p><i>Client reference letter(s) which does not meet any of the above mentioned requirements will not be considered and no points will be allocated.</i></p>		
EXPERIENCE POINT ALLOCATION		
1.1.1 Five (5) valid signed Client Reference letters		20
1.1.2 Four (4) valid signed Client Reference letters		15
1.1.3 Three (3) valid signed Client Reference letters		10
1.1.4 Two (2) valid signed Client Reference letters		05
1.1.5 One (1) valid signed client Reference letter		00
CRITERIA 2: APPROACH		
2.1 OFFICE LOCATION	15	
2.1.1 20km from CBD		15
2.1.2 15km to 20km from CBD		12
2.1.3 12km to 15km from CBD		09
2.1.4 6km to 12km from CBD		06
2.1.5 3km to 6km from CBD		03
2.1.6 3km to 6km from CBD		00
<p>a. Bidder must submit proof of physical address for the proposed building.</p> <p>b. The proposed building must comply with a set minimum specification in order to be allocated office location point.</p>		
CRITERIA 3: APPROACH		
2.3. FACILITY MANAGEMENT TEAM	15	
<p>In order to ensure optimal functioning of the proposed office facility that will enable the IDT to perform its daily functions, the bidder is expected to provide support in a form of facility management team.</p> <p>Management team is expected to ensure that the following minimum functions linked to proposed positions are performed.</p>		

2.3.1. Facility manager (overall responsible for strategic and operational functions of the facility) <ul style="list-style-type: none"> CV with 10 or more years of experience and should be directly by the bidder Relevant original certified qualifications (National Diploma and or higher of proposed facility manager. 		07
2.3.2. Administrative assistant (responsible for accounts and general administration of the contract and other related functions in facility management) <ul style="list-style-type: none"> CV with 6 or more years of experience and should be directly employed by the bidder Relevant original certified qualifications of proposed Administrative assistant. 		05
2.3.3. Maintenance officer (responsible for handyman services and general maintenance of the facility) <ul style="list-style-type: none"> CV with 6 or more years of experience and should be directly employed by the bidder 		03
CRITERIA 4: APPROACH		
2.4. PROJECT METHODOLOGY/DEVELOPMENT IMPLEMENTATION PLAN	25	
The bidder is required to provide detailed project implementation plan including timelines from date of appointment to the date IDT take occupancy of offices and management of the office space.		
2.4.1 Delivery timelines, Processes and work flows during transitional phase		05
2.4.2 How the offices/facility will be managed		05
2.4.3 How the service provider will deal with crisis management ensuring IDT Business Continuity		05
2.4.4 Resources i.e. Detailed list of Professional team ; and		05
2.4.5 Project implementation timelines (Day to day process during moving to the new offices)		05
CRITERIA 5: APPROACH		
2.5 SAFETY & SECURITY PLAN	25	
The bidder must submit safety and security plan covering the following key safety and security key features.		
2.5.1. External alarm monitoring		05
2.5.2. CCTV		05
2.5.3. Smoke detection		05
2.5.4. Evacuation (for the proposed building)		05
2.5.5. Pedestrian barriers		05
TOTAL EVALUATION POINTS SCORE FOR QUALITY	100	
TENDERERS WITH A SCORE OF LESS THAN 70% WILL BE REJECTED AS NON-RESPONSIVE		

22.3. Phase 2b: Site inspection Criteria

Bidders who score 70 and above on functionality criteria will be considered for site inspection.

The site inspection will be evaluated as follows:

No	Site Inspection Checklist	Points	Compliance Check		
			YES	NO	N/A
1	Safety & General Condition	20			
	- The building accommodates persons living with disability.	2			
	- Does the building have facilities and amenities (Kitchen, Restrooms, Parking and accessibility)	2			
	- Building does not have rising damp or visible structural defects or wall cracks exceeding 5mm.	3			
	- Is there proper light/illumination?	1			
	- Office lighting at minimum 400 lux	1			
	- Energy saving building	1			
	- Does the building have safety and security measures (Fire safety equipment and security in place) controlled access system, secured office park)	2			
	- Is electrical wiring properly installed?	2			
	- Is the server room 2 hours fire rated?	2			
	- Server Room AC to maintain 18-20°C	2			
	- All external doors should be fitted with security graded strike locks and door closers	2			
	2	Functional Requirements	20		
- Is the office space clean, tidy, and well-maintained?		2			
- Are workspaces adequate, comfortable, and well-equipped for the intended use?		2			
- Are there suitable storage and filing systems in place?		3			
- Are restrooms clean, well-maintained, toilets flush properly, and equipped with necessary amenities (e.g., Basins, Toilet Paper Holder, etc?)		2			
- Are phone lines, internet access, and other communication systems functioning correctly? is there power skirting		3			
- Are utilities (e.g. electricity, water, etc.) functioning correctly and safely?		3			
- is there a backup generator?		3			
- Are there regular maintenance schedules in place for fire equipment and mechanical fixtures e.g. aircons infrastructure?		2			
3		Compliance & Legal Requirements	20		
	- Does the office space comply with local building codes, safety regulations, and accessibility standards?	10			
	- Are fire extinguishers, alarms, and other fire safety equipment in good working order and compliant with regulations?	5			
	- Is there an occupancy certificate for the building to ensure compliance with facilities regulations?	5			
4	Accessibility & Inclusivity	05			
	- Is signage clear, legible, and accessible to all users?	3			
	- Is the emergency signage visible?	2			

5	Functional Checks	15			
	- Can the blinds be opened, closed, and tilted without any resistance or sticking?	1			
	- Are the blinds effectively controlling the amount of natural light entering the room?	1			
	- Are the cords intact, not frayed, and functioning correctly?	1			
	- Blinds are not broken or chipped slats, no signs wear and tear on blinds?	2			
	- There are no cracks, chips, missing parts, or signs of wear and tear on the door itself, including the door frame.	2			
	- Ensure hinges are securely fastened and function smoothly.	2			
	- Verify that the door closes tightly and latches properly	2			
	- Inspect for any damage, looseness, or difficulty in operation	2			
	- Confirm that the doors and locks meet all applicable building codes and safety regulations.	2			
6	Floor Condition	10			
	- No signs of wear and tear or damage?	2			
	- No tripping hazards like cracks or uneven surfaces?	2			
	- No Signs of water intrusion or moisture damage	2			
	- The flooring is compliant with regulations of occupational health and safety.	4			
7	Roof Condition	10			
	- No leaks and water stains	3			
	- No identified signs of moisture damage	3			
	- No visible cracks, sagging, or movement in the roof structure	4			
	TOTAL	100			

To qualify for the next evaluation, the bidder must achieve a score of 70% or above.

22.4. PHASE 3: Price and Preference

Phase 3 will be evaluated on price and Specific Goals based on the 80/20 preference points system

The maximum points for this tender are allocated as follows:

POINTS		
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total Points for price and SPECIFIC GOALS	100	100

SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

NAME OF BIDDER:

BID NO:

IDT/EC/11/OFFICELEASE/ADM/2025/6

CLOSING TIME: 06 Junek 2025 @12:00

PRICING SCHEDULE FOR THE 36 MONTHS DURATION

PERIOD	ESTIMATED ESCALATION	SUB-TOTAL COST PER ANNUM	VALUE ADDED TAX	TOTAL PER ANNUM
01 October 2025 – 30 September 2026				
01 October 2026 – 30 September 2027				
01 October 2027 – 30 September 2028				
Total bid amount for 36 months to be carried to form of offer section				

PRICING SCHEDULE FOR OPTIONAL ADDITIONAL 24 MONTHS

PERIOD	ESTIMATED ESCALATION	SUB-TOTAL COST PER ANNUM	VALUE ADDED TAX	TOTAL PER ANNUM
01 October 2028 – 30 September 2029				
01 October 2029 – 30 September 2030				

Name of the Bidder

Signature of the authorised person:

- ✦ Please fill in the amounts including VAT clearly and legibly.
- ✦ Only firm prices will be accepted.
- ✦ The above Transaction fees will be used for purposes of evaluation and contracting.
- ✦ Volumes shown above are only estimates based on a 36 months with an option to extend for further 24 months' period.
- ✦ Bid Validity - The offer must be valid for 90 days from the closing date of the bid.

21.4. PREFERENCE POINT SYSTEM

The formula below will be used to calculate the preference procurement points for price:

$$\begin{array}{l|l} \text{R30,000 - R50 million} & \text{R50 million+} \\ \hline P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

P_s = Points scored for price of tender under consideration;
 P_t = Price of tender under consideration; and
 P_{\min} = Price of lowest acceptable tender.

22. ADDITIONAL CONDITIONS

22.1. The information contained in this document are of a confidential nature and should only be used for bidding for this tender.

22.2. In addition to the information contained herein, the appointed Bidder will be required to sign special conditions of contract with the IDT.

22.3. Bids submitted must be in line with detailed specification. Failure to bid accordingly will result in the disqualification of bids.

22.4. Bidders are requested to bid for the complete tender and not part thereof, incomplete bids will be disqualified.

22.5. The IDT reserves the right to award the bid to one service provider

22.6. Bidders are required to quote per item and show a complete price breakdown where necessary, failure to do so may disqualify the bid.

22.7. All prices quoted must be fully inclusive of all costs and Value Added Tax.

No additional costs other than agreed amounts will be paid by IDT.

22.8. Bidders might be subject to security assessment at the discretion of IDT.

23. GENERAL

- No alterations in correctional fluid are allowed.
- All certified documents must be certified not older than 3 months.
- All bids must be signed in ink by the duly authorized representative of the bidding entity.
- The IDT is not obliged to accept the highest point scoring bid.
- The successful company will sign the following for full appointment: - Original Contract between IDT and the service provider; and No-Disclosure Agreement.

24. Lease Agreement

Successful bidder will be required to enter into a valid lease agreement for 60months.

- Bidders are required to submit one (1) original copies of their bid including SBD (1, 4& 6.1).

25. DELIVERY ADDRESS

The Tender shall be submitted as original. The tender document must be divided as follows:

- a) Returnable documents.
- b) Proposal.
- c) Financial / pricing information

Bid documents to be placed in the IDT tender box located in the reception area of our Regional office at:

**The Independent Development Trust
Eastern Cape Regional Office
Palm Square
Silverwood House
Beacon Bay, East London**

It should be placed on or before the closing date.

***NO LATE BIDS WILL BE CONSIDERED OR ACCEPTED* AFTER THE CLOSING DATE AND TIME**

26. CLOSING DATE

This Tender closes on 06 June 2025 at 12h00.

27. CONTACT PERSON

Further enquiries can be directed in writing to Ms. Z. Madzidzela Email: zanelem@idt.org.za or Ms. L. Mnisi Email: Lickym@idt.org.za

28. IDT's RESERVATION OF RIGHTS

- IDT reserves the right to conduct further procurement assessment or negotiation processes.
- IDT reserves the right to subject tenderers and their facilities to assessment as part of the evaluation process or as a condition to contract award.
- IDT reserves the right not to evaluate and/or consider any tender that does not comply strictly with the requirements as set out in this tender and/or which does not meet one or more of the pre-requisites.
- IDT further reserves the right to make a decision on contract award based solely on the information received in response to this tender.
- IDT reserves the right to cancel or withdraw this tender.

STANDARD CONDITIONS OF TENDER

1 GENERAL

Actions

1. The Independent Development Trust, Independent Development Trust's *Representative* and each *tenderer* submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost effective. The Conditions of Tender and the Tender Data shall not form part of any contract arising from this invitation to tender.

Communication

2. Each communication between the Independent Development Trust and a *tenderer* shall be to or from Independent Development Trust's *Representative* only, and in a form that can be read, copied and recorded. Communication shall be in the English language. *The* Independent Development Trust takes no responsibility for non-receipt of communications from or by a *tenderer*.

**Independent
Development
Trust's rights to
accept or reject
any tender**

3. The Independent Development Trust may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. The Independent Development Trust or Independent Development Trust's *Representative* will not accept or incur any liability to a *tenderer* for such cancellation and rejection, but will give reasons for the action. The Independent Development Trust reserves the right to accept the whole or any part of any tender.

4. After the cancellation of the tender process or the rejection of all tenders the Independent Development Trust may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

2 TENDERER'S OBLIGATIONS

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|---|---|---|
| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Evaluation Criteria. |
| Cost of tendering | 2 | Accept that the Independent Development Trust will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify the Independent Development Trust's <i>Representative</i> of any discrepancy or omissions. |
| Copyright of documents | 4 | Use and copy the documents provided by the Independent Development Trust only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Site visit and / or clarification meeting | 6 | Attend a site visit and/or clarification briefing meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. Details of the meeting are stated in the Tender Advert. |
| Seek clarification | 7 | Request clarification of the <i>tender documents</i> , if necessary, by notifying Independent Development Trust's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> . |

Pricing the tender

- 8 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful *tenderer*. Such duties, taxes and levies are those applicable 14 days prior to the *deadline for tender submission*.
- 9 Show Value Added Tax (VAT) payable by Independent Development Trust separately as an addition to the tendered total of the prices.
- 10 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the *conditions of contract*.
- 11 State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Tender Data. The selected *conditions of contract* may provide for part payment in other currencies.

Alterations to 12 documents

Not make any alterations or additions to the *tender documents*, except to comply with instructions issued by the Independent Development Trust's *Representative* or if necessary to correct errors made by the *tenderer*. All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like.

Submitting a tender

- 13 Submit a tender for providing the whole of the works, services or supply identified in the Terms of Reference unless stated otherwise as an additional condition.
- 14 Submit the tender as an original plus and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.
- 15 Sign the original and all copies of the tender where indicated. Independent Development Trust will hold the signatory duly authorised and liable on behalf of the *tenderer*.
- 16 Accept that Independent Development Trust will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

Where tenders are sent via courier, Independent Development Trust takes no responsibility for tenders delivered to any other site than the tender office.

Independent Development Trust employees are not permitted to deposit a tender into the Independent Development Trust tender box on behalf of a tenderer.

- Closing time** 17 Ensure that Independent Development Trust has received the tender at the address and in the tender box.
- 18 Accept that, if Independent Development Trust extends the *deadline for tender submission* for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
- Tender validity** 19 Hold the tender(s) valid for acceptance by Independent Development Trust at any time within the *validity period* after the *deadline for tender submission*.
- 20 Extend the *validity period* for a specified additional period if Independent Development Trust requests the *tenderer* to extend it. A *tenderer* agreeing to the request will not be required or permitted to modify a tender, except to the extent Independent Development Trust may allow for the effects of inflation over the additional period.
- Clarification of tender after submission** 21 Provide clarification of a tender in response to a request to do so from Independent Development Trust's *Representative* during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by Independent Development Trust's *Representative* to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the *tenderer* as corrected by Independent Development Trust's *Representative* with the concurrence of the *tenderer*, shall be binding upon the *tenderer*
- Submit bonds, policies etc.** 22 If instructed by Independent Development Trust's *Representative* (before the formation of a contract), submit for Independent Development Trust's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful *tenderer* in terms of the *conditions of contract*.

23 Undertake to check the final draft of the contract provided by Independent Development Trust's *Representative*, and sign the contract all within the time required by these Conditions of Tender. The Independent Development Trust to sign and issue the contract.

Fulfil BEE requirements 24 Comply with Independent Development Trust's requirements regarding B-BBEE, Youth-owned, Disabled-owned and Black Women-owned Suppliers.

3 INDEPENDENT DEVELOPMENT TRUST'S UNDERTAKINGS

Independent Development Trust, and Independent Development Trust's *Representative*, shall:

Respond to clarification 1 Respond to a request for clarification received earlier than the *closing time for clarification of queries*. The response is notified to all *tenderers*.

Issue Addenda 2 If necessary, issue to each *tenderer* from time to time during the period from the date of the Invitation until the *closing time for clarification of queries*, Addenda that may amend, amplify, or add to the *tender documents*. If a *tenderer* applies for an extension to the *deadline for tender submission*, in order to take Addenda into account in preparing a tender, Independent Development Trust may grant such an extension and Independent Development Trust's *Representative* shall notify to all *tenderers* of the extension.

Return late tenders 3 Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.

Non-disclosure 4 Not disclose to *tenderers*, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.

Grounds for rejection 5 Consider rejecting a tender if there is any effort by a *tenderer* to influence the processing of tenders or contract award.

Disqualification 6 Instantly disqualify a *tenderer* (and his tender) if it is established that the *tenderer* offered an inducement, gift or bribe to any person with a view to influencing the placing of a contract arising from this invitation to tender. Such tenderer may be restricted from doing business with the IDT and/or the State.

Test for responsiveness

7 Determine before detailed evaluation, whether each tender properly received

- meets the requirements of these Conditions of Tender,
- has been properly signed, and
- Is responsive to the requirements of the *tender documents*.

8 Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the *tender documents* without material deviation or qualification. A material deviation or qualification is one which, in Independent Development Trust’s opinion would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,
- change Independent Development Trust’s or the *tenderer’s* risks and responsibilities under the contract, or
- affect the competitive position of other *tenderers* presenting responsive tenders, if it were to be rectified.

Non-responsive tenders 9 Reject a non-responsive tender.

Arithmetical errors 10 Check responsive tenders for arithmetical errors, correcting them as follows:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.
- Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the *tenderer’s* addition of prices, the total of the Prices, if any, will be corrected.

11 Reject a tender if the *tenderer* does not accept the corrected total of the Prices (if any).

Evaluating the tender	12	Evaluate responsive tenders in accordance with the procedure stated in the Evaluation Criteria. The evaluated tender price will be disclosed only to the relevant Independent Development Trust tender committee and will not be disclosed to <i>tenderers</i> or any other person.
Clarification of a tender	13	Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	14	Notify the Independent Development Trust's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between Independent Development Trust and the successful <i>tenderer</i> .
Notice to unsuccessful tenderers	15	After the successful <i>tenderer</i> has acknowledged Independent Development Trust's notice of acceptance, unsuccessful tenderers must consider their tenders unsuccessful if not contacted within the expiry of the validity period.
Prepare contract documents	16	Revise the contract documents issued by Independent Development Trust as part of the <i>tender documents</i> to take account of <ul style="list-style-type: none"> • Addenda issued during the tender period, • inclusion of some of the <i>tender returnable</i>, and • Other revisions agreed between Independent Development Trust and the successful <i>tenderer</i>, before the issue of the Independent Development Trust's notice of acceptance (of the tender).
Sign Contract	17	Arrange for authorised signatories of both parties to complete and sign the original contract. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
Provide copies of the contracts	18	Provide to the successful <i>tenderer</i> one of copy of the contract of the date of Independent Development Trust's acceptance of the tender.

GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods
- 1.12 on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
- 1.13 1.12" Force majeure" means an event beyond the control of the supplier and
- 1.14 not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.15 "Fraudulent practice" means a misrepresentation of facts in order to
- 1.16 influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.17 "GCC" means the General Conditions of Contract.
- 1.18 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.19 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.20 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.21 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value adding activities. 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.22 "Project site," where applicable, means the place indicated in bidding documents.

1.23 "Purchaser" means the organization purchasing the goods.

1.24 "Republic" means the Republic of South Africa.

1.25 "SCC" means the Special Conditions of Contract.

1.26 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.27 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 The IDT will develop Special Conditions of Contract for the appointed bidder.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information, inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (06) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause

21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such antidumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will

be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST					
BID NUMBER:	IDT/EC/11/OFFICELEASE/ADM/2 025/6	CLOSING DATE:	06 June 2025	CLOSING TIME:	12h00
DESCRIPTION	BID FOR THE LEASING OF SUITABLE OFFICE SPACE FOR THE IDT – EASTERN CAPE REGIONAL OFFICE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
IDT EASTERN CAPE REGIONAL OFFICE The Independent Development Trust Eastern cape Regional Office Palm Square Silverwood House Beacon Bay, East London					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Zanele Madzidzela		CONTACT PERSON	Licky Mnisi	
TELEPHONE NUMBER	043 711 6000		TELEPHONE NUMBER	043 711 6000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Zanelem@idt.org.za		E-MAIL ADDRESS	LickyM@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>		<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
YES NO IF

THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION:**
- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
- 2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4 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 interest¹ 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.

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.

- 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

.....
Name of bidder Position

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF
THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps=(1- Pt \text{_____} -Pmin) \text{ or } Ps=90(1- Pt \text{_____} -Pmin)$$

P_{min}

P_{min}

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = (1 + P_t \frac{\quad}{P_{max}} - P_{max}) \text{ or}$$

$$P_s = 90(1 + P_t \frac{\quad}{P_{max}} - P_{max})$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:.....</p> <p>DATE:.....</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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OFFER FOR THE PROVISION OF SUITABLE OFFICES AND SECURE UNDERCOVER PARKING BAYS FOR IDT EC REGIONAL OFFICE BASED IN DURBAN FOR AN INITIAL PERIOD OF THIRTY-SIX (36) MONTHS

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED PRICE FOR 36 MONTHS INCLUSIVE OF VALUE ADDED TAX IS:

.....
..... Rand (in words); R (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature Date

Name Identity number

Capacity
for the tenderer

(Name and
address of
organization)

Name and
signature
of witness

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature Date
Name Identity number
Capacity
for the Employer

Independent Development Trust
The Independent Development Trust
Eastern cape Regional Office
Palm Square
Silverwood House
Beacon Bay, East London

Name and
signature
of witness Date