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| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
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AIDC STANDARD BID DOCUMENT

Bid number: AIDC_T09_2022/23

Bid title: INVITATION TO AN OPEN TENDER FOR THE PROVISION OF PROPERTY MANAGEMENT SERVICES AT NO.1 CENTRAL PLACE, NEWTOWN FOR 36 MONTHS.

Date issued: 09 December 2022

Closing date: 27 January 2023

Closing time: 11:00 am

Validity Period: 120 Days

Compulsory briefing session

yes ☒

no ☐

Venue: No. 30 Rahima Moosa Street,
Newtown,
Johannesburg

Date: 18 January 2023

Time: 11:00

Site visit (Reference site)
(See Part C - Evaluation Criteria)

yes, ☐

no ☒


| Bidder's details | |
|--------------------------|--|
| Company name: | |
| Company registration no: | |
| CSD registration no: | |
| Contact person: | |
| Tel number: | |
| Cell number: | |
| Email address: | |

OVERALL PROJECT GRAND TOTAL (VAT Inclusive)

R _____

Please note: No "type correction fluids" or any other forms of blanking out any of the printed information on this tender document are allowed. All changes must be indicated, and any deletions must be scratched out and signed next to each change.

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 1 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
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DOCUMENTS REQUIRED

| Documents required for this BID | Comments | Submitted (Yes /No) |
|---|---|---------------------|
| Mandatory Documents | | |
| Central Supplier Database (CSD) Summary Report | Info provided will be validated during the evaluation stage & failure to meet CSD requirements Tax Status will lead to disqualification | |
| SBD 1 (Invitation to Bid) | Make sure it is completed and signed | |
| SBD 2 (Tax Pin) – Tax Status | TAX STATUS – TCS PIN/CSD Report with valid tax status | |
| SBD 3 (Pricing Schedule) | Filled and signed – ZAR currency only | |
| SBD 4 (Declaration of Interest) | Make sure it is completed and signed | |
| SBD 6.1 (Preferential Points Claim Form) | | |
| Tenderers other than EMEs should submit: (1) Valid B-BBEE certificate (only B-BBEE Status Level verification certificates from B-BBEE verification agencies accredited by SANAS with BVA number will be accepted) OR. (2) QSE is less than 51% black owned must submit Valid B-BBEE Certificate (issued by an agency accredited by SANAS). (3) In case of a trust, consortium, or joint venture a Valid Consolidated B-BBEE Status Level Verification Certificate from B-BBEE verification agencies accredited by SANAS must be submitted. Tenderers who qualify as EMEs should submit: (4) Valid sworn affidavit issued by the DTI (Valid sworn affidavit must comply with the Justices of the Peace and Commissioners of Oaths Act), OR. (5) B-BBEE certificate issued by the Companies and Intellectual Property Commission. | Failure on the part of a bidder to fully complete and sign this form and submit a Valid B-BBEE Certificate as outlined or Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and the bidder will be allocated zero (0) points for B-BBEE | |
| Undertakings by service provider in respect of this bid | Make sure it is completed and signed | |
| Certified Copy of Board Resolution or Company Power of Attorney, authorising the person signing this bid response. In addition, Consent by Supplier (As per POPI ACT): To authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents must be included on the board resolution | Make sure it is provided | |

BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

1. Bid Documents must be completed with ink pen or typed. No correction pen is allowed. All changes must be scratched out and a signature appended next to each change.
2. All certified documents must be within the current six (6) months.
3. Bid documents must be secured together preferably bound or contained in a lever arch file as Supplier Park Development Company SOC LTD t/a Automotive Industry Development Centre will not take any responsibility for any loss of documents as a result of not being properly secured upon submission

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 2 of 39 |



| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

TABLE OF CONTENTS


| | | |
|-------------------|---|----|
| PART A | A1: Invitation to Bid (SBD 1) | 5 |
| | A2: Tax Pin - Tax Status must be active on CSD &/or e-filling (SBD 2) | 6 |
| | A3: Terms and Conditions for bidding | 7 |
| | A4: Terms of Reference and Scope of work | 10 |
| | A5: Pricing Schedules (SBD 3) | 16 |
| PART B | B1: Declaration of Interest (SBD 4) | 18 |
| PART C | C1: Evaluation Criteria | 21 |
| | C2: Preference Points Claim Form in terms of the Preferential Procurement Regulation 2017 (SBD 6.1) | 28 |
| PART D | D1: Undertaking by Service Provider in respect of Tender | 32 |
| | D2: General Conditions of Contract (Annexure A) | 36 |
| | D3: Special Conditions (if applicable) | 36 |
| PART E | Standard Bid Document Contract Forms (to be signed by the successful bidder): SBD 7.1 – Purchase of Goods/Works SBD 7.2 – Rendering of Services SBD 7.3 – Sale of Goods/Works | |
| ANNEXURE A | GENERAL CONDITIONS OF CONTRACT | 38 |

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 3 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

PART A

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 4 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |


A1.

INVITATION TO BID

SBD 1

| | | | | | |
|---|--|---------------|-----------------|---------------|-------|
| You are hereby invited to bid for the requirements of the AIDC | | | | | |
| Bid no: | AIDC_T09_2022/23 | Closing Date: | 27 January 2023 | Closing Time: | 11:00 |
| Description: | INVITATION TO AN OPEN TENDER FOR THE PROVISION OF PROPERTY MANAGEMENT SERVICES AT NO.1 CENTRAL PLACE, NEWTOWN FOR 36 MONTHS. | | | | |
| Bid response documents may be deposited in the bid box situated at (street address): | | | | | |
| The Main Entrance Gate | | | | | |
| Automotive Supplier Park | | | | | |
| 30 Helium Road | | | | | |
| Rosslyn Ext 2, Pretoria | | | | | |
| Bidding procedure enquiries may be directed to: | | | | | |
| Contact Person | Mitta Mashishi | | | | |
| Telephone no | 012 564 5001 | | | | |
| Facsimile no | | | | | |
| E-mail Address | aidctenders@aidc.co.za | | | | |
| Closing date for Enquiries: 23 January 2022 | | | | | |
| Supplier Information | | | | | |
| Company Name | | | | | |
| Company / CC Registration no | | | | | |
| CIDB Registration no (if applicable) | | | | | |
| Vat Registration no | | | | | |
| Postal Address | | | | | |
| Street Address | | | | | |
| Telephone no | Code | | Number | | |
| Cell Phone no | | | | | |
| Facsimile no | Code | | Number | | |
| E-Mail Address | | | | | |
| Main Contact Person | | | | | |
| Name | | | | | |
| Position | | | | | |
| Telephone no | Code | | Number | | |
| Cell Phone no | | | | | |
| Facsimile no | Code | | Number | | |
| E-Mail Address | | | | | |

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 5 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

A2

TAX CLEARANCE REQUIREMENTS


SBD 2

It is a condition of the bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

Tax Compliance Requirements


- 1) Bidders Must Ensure Compliance with Their Tax Obligations.
- 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.
- 3) Application for Tax Compliance Status (TCS) Pin May Be Made Via E-Filing Through the SARS Website www.sars.gov.za.
- 4) Bidders May Also Submit a Printed TCS SARS Pin Together with The Bid.
- 5) In Bids Where Consortia / Joint Ventures / Sub-Contractors Are Involved, Each Party Must Submit A Separate TCS / Pin / CSD Number.
- 6) Where No TCS Pin Is Available bidder must submit their CSD Number or CSD report with compliant tax status. Bidders to ensure are pre-registered on central supplier database (CSD) before submitting the bid.
- 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.

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 6 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

| A3. TERMS AND CONDITIONS FOR BIDDING | |
|--|--|
| 1. Bid Submission: | |
| <p>1.1. The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL".</p> <p>1.2. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.</p> <p>1.3. All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.</p> <p>1.4. All the documentation submitted in response to this invitation to bid must be in English.</p> <p>1.5. The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated.</p> <p>1.6. Please make proper division and reference/index your bid document and bid supporting documents attached.</p> <p>1.7 Tender responses should be submitted as follows: 1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK) in a sealed envelope/package endorsed, "AIDC_T09_2022/23", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, by the closing date and time.</p> <p>1.8 The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package). If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard.</p> <p>1.9 All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.</p> <p>1.10 Amended bids may be made, in an envelope clearly marked "Amendment to bid no "AIDC_T09_2022/23", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.</p> <p>1.11 The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.</p> | |

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 7 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- 1.12 AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.
- 1.13 AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
- 1.14. AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2017 paragraph 13.
- 1.15 AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance on the AIDC's vendor database.
- 1.16 This bid is subject to the Preferential Procurement Policy Framework act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of the contract.
- 1.7. Responses to this tender received from a service provider will be valid for 120 days counted from the closing date of the tender.
- 1.8. **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.9. Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.


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 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS pin / CSD number.
- 2.5 In terms of Regulation 13 (c) of the Public Service Regulations., which read as follows "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 in the service of the state".

3. Evaluation Process

- 3.1 The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation.
- 3.2 This bid will also be evaluated in terms of the following stages:
- Administration criteria
 - Evaluation for mandatory (compliance) criteria
 - Evaluation in terms of functionality if part of the tender
 - Evaluation in terms of 80/20 preference point system

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 8 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

NB: Failure to provide or comply with any of the above particulars may render the bid invalid.


DECLARATION

I/we, the undersigned, acknowledge that the information furnished above is true and correct.

Signature of Authorised Representative

Date

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 9 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

A4. TERMS OF REFERENCE AND SCOPE OF WORK

1. INTRODUCTION

1.1. Mandate

The Automotive Industry Development Centre (AIDC) serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition that enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

The organization is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - in particular those based in the Gauteng province.

The AIDC is thus tasked by GGDA with special developmental-oriented projects aimed at retaining and attracting investments in the automotive and allied-related sector with a focus on enterprise development; supporting BBBEE SMME development, skills development and limited logistical infrastructure in line with the Gauteng provincial government's objectives of transformation, modernization and re-industrialization (TMR). The AIDC also undertakes projects related to the transport and energy sectors, as well as the development of the Auto City in the Northern Corridor.

1.2. Vision

To be the automotive industry's thought leader and centre of excellence that promotes industry sustainability and global competitiveness.

1.3. Mission


Navigating the automotive industry's journey towards being an innovative and transformed sector, by providing agile, reliable, and responsive industry solutions.

1.4. Values

The AIDC's staff aligns their behaviour to the company's shared values as listed below, which support, and is informed by, the organisation's vision and mission:

- Respect for others
- Teamwork
- Open and honest two-way communication
- Encouraging a learning culture
- On-time, on-brief, on-budget
- Client-centered
- Integrity and ethics above all

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 10 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

2. BACKGROUND TO THE TENDER

2.1 INTRODUCTION

The subject property is a fully let multistorey building with basement parking situated at No. 30 Rahima Moosa Street, Newtown Johannesburg.

The property management contract for the relevant building has since expired and tenders are hereby sought for the appointment of a suitable service provider to carry out property management services for the building in accordance with the Property Practitioners Act, 2019.

2.2 SCOPE OF WORK

The successful bidder shall focus on the provision of professional portfolio-based property management services in line with commercial best practices. And without limiting the generality of the foregoing, the appointee will be responsible and shall be required to attend to:

- a. Property portfolio management through planned building life cycle maintenance
- b. Utilities management and payment of regional council levies
- c. Tenant recruitment and management
- d. Leasing and lease management
- e. Collection of rentals, rental deposits, and other contributions pursuant to the lease
- f. Transfer money collected over to AIDC no later than the 07 day of each month.
- g. Payment of accounts
- h. Tenant liaison and attending to tenant requirements
- i. Appointment and management of relevant SLA's
- j. J. Building/property maintenance
- k. Soft services i.e., security, cleaning, hygiene services, etc.
- l. Arranging and supervising the cleaning of the property and surrounding areas
- m. Parking management
- n. Provision of management information and reports for decision-making purposes
- o. Ensure compliance with relevant legislation and regulations such as occupational Safety,
- p. Health and Environmental Act, Building Regulations, etc.
- q. Liaison with the city of Johannesburg


All services shall be performed in accordance with the Service Level Agreement to be concluded.

The successful service provider will provide services and deliverables in the scope of works as outlined above but not limited to as detailed below:

2.2.1 Property Portfolio Management

- a. Manage the property portfolio to maximize the performance of such portfolio and in addition to procure the performance of all such administrative and accounting functions.
- b. Effect such authorized capital expenditure as may be necessary to maintain the property portfolio, including the refurbishment of existing properties in the property portfolio.
- c. Recommend letting policies and leasing terms as required by prevailing market conditions in accordance with objectives for the property portfolio
- d. Conduct research into prevailing rental rates and leasing terms offered in localities where the property portfolio is represented and comparative localities and research of general market conditions prevailing in such localities as and when requested by the customer
- e. Attend to general research into the state and relative investment merits of the various segments of the property market

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 11 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- f. The service provider shall prepare a budget of total anticipated income and expenditure in respect of the property portfolio for the following twelve-month period together with forward projections in a format acceptable to the customer requirements.
- g. Ensuring that recovery of the utilities (water and electricity) is aligned to the customer's actual bill from the city of Johannesburg and that metering's are done
- h. Liaison with local and other authorities
- i. Payment of the regional council levies
- j. Collecting and paying over any VAT amounts

2.2.2 Tenant Recruitment

- a. Recruitment of tenants in line with the strategic development approach of the AIDC for both office space and parking
- b. The preparation and implementation of approved marketing strategies for vacant office spaces
- c. Advising concerning tenant mixes and the location of premises to be utilized for specific purposes
- d. Submission of tenant offers to lease for consideration and acceptance

2.2.3 Leasing and Lease Management

- a. Seek tenants for premises and basement parking
- b. Negotiate and close lease agreements timeously
- c. Determine the credit worthiness of those prospective tenants, and their trade history and obtain such other information as may be relevant to the suitability of that prospective tenant as a tenant of the respective premises.
- d. Obtain written applications to lease from such tenants
- e. Finalize negotiations with such prospective tenants
- f. Prepare written leases for prospective tenants' sustainability in the form of the standard terms of the lease upon such further terms and conditions as may be acceptable to the AIDC
- g. Generally, administer the leases on behalf of the AIDC
- h. Ensure that all renewals and new leases meet the projected income
- i. Withhold access to the premises until the tenant has provided the manager with a signed lease agreement and adequate sureties/deposit/guarantees in respect of the premises
- j. Record keeping of all leases both electronically and hard copies
- k. Make sure that all rented space is accounted for
- l. Review and update leases as required
- m. Reconciliations
- n. Implement a professional management system to facilitate effective and efficient leasing management service and reporting as per customer requirements


2.2.4 Rental Roll

- a. Accurate calculation and capturing of current lease rates
- b. Rent roll to tie in with the rentable office space
- c. Monthly report on the status and variances
- d. Manage collections of rental, deposits, and other contributions according to the lease
- e. The refund of rental deposits to the tenants as and when they fall due
- f. Compile related accounting reports as required such as annual lease smoothing, property valuation, etc.

2.2.5 Building/ property maintenance

- a. The appointment and management of contractors, negotiations and finalization of all service provider contracts and/ or service level agreements.

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 12 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- b. The payment of accounts
- c. Tenant liaison and attending to tenants' requirements
- d. Arranging maintenance and preventative maintenance (including but not limited to fire control measures) and submitting such proposals to the AIDC for review and approval prior to implementation.
- e. Ensure the building and all service providers are compliant with the Occupational Health and Safety Act, including such maintenance of fire equipment and air-conditioning systems in common areas of the premises.
- f. Arrange for parking bay signage for tenants as per their lease agreements where applicable
- g. Make provision for parking management solutions, emergency services and other utility services such as plumbing, electrical, aircon maintenance and lift maintenance services

2.2.6 Debt Management

- a. Manage bad debts effectively and efficiently
- b. Advise the customer on ways to control bad debts
- c. Formulate and execute a strategy to address bad debts

2.2.7 Arrears Management

- a. Collections to be effective and efficient
- b. Enforcement of the payment date

2.2.8 Legal Process

- a. Liaison with attorneys and supervision of legal actions. Such activities are to be reported quarterly and/ or at intervals to be agreed upon
- b. Management of legal processes to optimize recoveries and minimize losses

2.2.9 Tenant Installations

- a. Manage and supervise tenant installations
- b. All installations are to be negotiated strictly at the entry point
- c. Installations/refurbishing should match the maintained standards on site and must be approved in conjunction with the AIDC Facilities Manager.


2.2.10 Leasing Policies and Procedures

- a. Update and develop new leasing policies in consultation with AIDC as and when required e.g.:
 - Lease agreement and documentation
 - Conditions of leased premises and a variety of other relevant policies
 - Occupancy-related procedures and processes
 - Legal compliance, documentation, and procedures
- b. Ensure that company policies and procedures are consistently applied to warrant compliance

2.2.11 Performance Management

- a. Establishing all necessary management and control systems
- b. Ensure that the value of the properties is maximized, and operating costs reduced.
- c. Ensure that the tenants can operate effectively and efficiently
- d. Maintain high client satisfaction levels in terms of competitive service

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 13 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

2.2.12 Reporting requirements

- A monthly operating statement, including rentals and other revenues received and expenses incurred
- An annual operating plan to be submitted for review and approval by the AIDC, which plan shall set forth the proposed operations relating to the project for the next succeeding calendar year, and
- An annual reconciliation of common area expenses and assessments
- Obtaining and checking turnover statements from tenants where applicable
- Presenting turnover statements and reporting thereon

2.2.13 Trust Account

- Service provider shall be responsible to maintain a trust account at a sound institution.
- As and when received, deposits all rentals, rental deposits and other amounts paid to the service provider in the course of its management, control and administration of the property in a trust banking account maintained by the service provider in accordance with the provisions of the Property Practitioners Act 2019; remit the net amount due to the AIDC on or before the last working day of each month
- The provision of a detailed statement of account in respect of all income received and expenses paid by the service provider in the course of its management and administration of the property in respect of that month
- Monthly written management reports in the format agreed from time to time between the parties are to be submitted by the service provider. Such reports to contain, inter alia, age analysis, income statements, legal proceedings, etc.

2.2 THE PROPERTY/ BUILDING DESCRIPTION


The subject property consists of:

- 3 floors of approximately 4633 square meters of rentable area (including roof basement storage facilities)
- 2 levels of basement parking consisting of 442 parking bays
- Ground floor auditorium and courtyard

Fig1. Aerial view of No.1 Central Place



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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 14 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

2.3 ESTIMATED MONTHLY RENTAL INCOME

- The projected monthly rental income is estimated at **R 936 984, 02** Incl Vat.
- The projected annual rental income is estimated at **R 11 243 808,18** Incl Vat.

2.4 PROJECT DURATION

- The duration of the contract will be for a period of Thirty-Six (36) Months

2.5 REQUIREMENTS FROM POTENTIAL SERVICE PROVIDER

- A quotation in respect of all commission fees.
- Propose a reasonable, market-related commission fee percentage on monthly rental to be collected.
- The service provider must reflect a detailed account of the fees
- Proof of qualification, the experience of key personnel and registration with recognized bodies in South Africa
- Propose letting commission, drafting of the lease, renewal of the existing lease, etc.
- Proof of company registration with the relevant professional bodies
- Fidelity Fund certificate (FFC)
- The detailed property management plan
- Site-specific organogram of personnel
- Company profile
- Previous experience of similar projects undertaken (written references with full details of clients)
- The service will be required for a thirty-six (36) month period.

2.6 SPECIAL CONDITIONS


- A service level agreement is to be concluded with the successful bidder.
- The service provider is required to offer a reasonable, market-related commission fee percentage on rental collected every month. The commission percentage due to the service provider is based on the total amount of rental collected by the service provider.
- Reasonable rent charged and any other services which may be deemed relevant.
- Potential service providers to familiarize themselves with the property before submission of quotation.

2.7 REQUIREMENTS SUMMARY

- The bidder is required to compile a comprehensive proposal as detailed above on the tender scope and should take note of the evaluation criteria as detailed under "Part C".
- The successful bidder will be required to submit as part of the bid a project implementation methodology in accordance with the scope of work and evaluation criteria
- Tenderers must be registered and in possession of a fidelity fund certificate
- Ventures are eligible to submit a tender proposal.

A properly structured and duly signed joint venture agreement with full CIPC details of the joint venture parties must accompany this bid – where applicable.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 15 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

A5. PRICING SCHEDULE AS PER SCOPE OF WORK – OVERALL PROJECT COST

SBD 3


Note: Only firm prices in South African Rand ('R') will be accepted.

Name of Bidder Bid number: AIDC_T09_2022/23
 Closing Date: 27 January 2023 Closing Time: 11:00

OFFER TO BE VALID FOR THE DURATION OF THE PROJECT (CONTRACT PERIOD):
 Detailed costing can be provided to substantiate the pricing schedule

| Pricing Schedule | | | | | |
|------------------|--|------------------------------------|-------------|-------------|-------------|
| Item | Description of Service | Rental Fee Collection Percentage % | Annual Cost | Annual Cost | Annual Cost |
| | | | Year 1 (A) | Year 2 (B) | Year 3 (C) |
| 1 | Monthly management fee – (based on rent collected) Bidders to use the rental fee percentage and estimated annual rental amounts as per below for each year. | % | R | R | R |
| 2 | Monthly management fee - (based on facilities management functions) | Fixed Fee | R | R | R |
| | Total Annual Cost | | R | R | R |
| | Total Contract Cost (A+B+C) | | R | | |
| | Add Vat @ 15% | | R | | |
| | Total Contract Cost Incl. Vat | | R | | |

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 16 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

Bidders note estimated annual rental income below are based on the current contract(s) and will used for the price evaluation applying the percentage provided:

(a) Annual Rental - Year 1

R 11 243 808,18 Incl. Vat

(b) Annual Rental - Year 2

R 11 918 436, 67 Incl. Vat

(c) Annual Rental - Year 3

R 12 633 542, 88 Incl. Vat

Bidders to note that rental collection fee will be based on the percentage of the actual rent collected.

NOTE:


- All costs must be included on the Bid Price, including travel, subsistence, and all taxes where applicable, etc.
- **Important:** If there are any exclusions or added services, those must be clearly indicated.

Signature of Service Provider

Date


Detailed costing can be provided to substantiate the Pricing Schedule. This pricing must refer to the proposed implementation plan.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 17 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

PART B

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 18 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

B1.

DECLARATION OF INTEREST

SBD4

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 is 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/directors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
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| | | |

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?


YES/NO

2.3.1 If so, furnish particulars:

.....
.....

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

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 19 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

3 DECLARATION

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


- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|--------------------|-------------------------|
| Signature | Date |
| Position | Name of bidder |


² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 20 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

PART C

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 21 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

C1. EVALUATION CRITERIA OF OFFERS

This bid will be evaluated based on functionality and other compliance criteria as outlined in this bid document and **qualifying bids will be further evaluated in terms of the 80/20 Preference Point System if less than R50 000 000** (20 allocated to BBEE, 80 to price)

All bidders who score less than 70 points (which is 70 points out of 100 points) on functionality will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified.

- 1.1. AIDC reserves the right to independently verify all supplied documents.
- 1.2. Any bid scoring less than the minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.
- 1.3. Any bid not covering all the above will not be evaluated.
- 1.4. For purpose of comparison and to ensure a meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.
- 1.5. BBEE & Price will be evaluated as per the preference point system as outlined below.

| B-BBEE | Weight = 20 points if less than R50 000 000 |
|----------------------------------|---|
| BBEE Status Level of Contributor | Number of Points |
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |
| PRICE | = 80 points if less than R50 000 000 |
| TOTAL BBEE & PRICE | 100 |


- The Preference Point System and B-BBEE status level certification requirements as per the Preferential Procurement Policy Framework act no 5, 2000, including Preferential Procurement Regulations 2017:

- Bidders are required to submit proof of their B-BBEE Status Level. Proof includes an original and valid B-BBEE Status Level Verification Certificate or a certified copy thereof together with their tenders or price quotations, to substantiate their B-BBEE rating claim.
- NB: A trust, consortium, or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
- Bidders must ensure that the B-BBEE Status Level Verification Certificates submitted were issued by the one of the following:
 - Bidders other than EMEs must provide B-BBEE Certificate from B-BBEE verification agencies (BVA) accredited by SANAS; or
 - Bidders who qualify as EMEs, must provide a sworn affidavit signed by the EME representative and certified by a Commissioner of Oaths

- Validity of B-BBEE Status Level Verification Certificates

- Verification agencies accredited by SANAS:

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 22 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- These certificates are identifiable by a SANAS logo and a unique BVA number
- Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing verification agency to the list of all SANAS accredited agencies. The list is accessible on https://www.sanas.co.za/?page_id=727
- The relevant BVA may be contacted to confirm whether such a certificate is valid

➤ As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity.
- The registration number and, where applicable, the VAT number of the measured entity.
- The date of issue and date of expiry.
- The certificate number for identification and reference.
- The scorecard that was used (for example QSE, Specialized or Generic).
- The name and / or logo of the verification agency.
- The SANAS logo.
- The signature of the authorized person.

- Verification of B-BBEE levels in respect of Exempt Micro Enterprises (EME)

- In terms of the Generic Codes of Good Practice, an enterprise (including a sole propriety) with an annual total revenue of R10 million or less qualifies as an EME.
- **An EME is required to submit a sworn affidavit** confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulations 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.

- Eligibility as Qualifying Small Enterprises (QSE)


- The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.
- **A QSE is required to submit a sworn affidavit** confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE with at least 51% black ownership qualifies as a Level 2 Contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.

- HDI (Historically Disadvantaged Individual) Ownership Status

Please tick the relevant box and provide percentage

Failure to complete this section will result in the application being declined

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 23 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

| Ownership Status | Tick | % |
|--|-------------|----------|
| Black Ownership | | |
| Black Woman Owned Enterprise | | |
| Youth Owned Enterprise | | |
| People with Disability Owned Enterprise (provide a copy of the health certificate/s) | | |
| Owned by Black People Living in Rural or Underdeveloped Areas or Townships | | |
| South African Manufactured Products (local content) | | |


The bid will be evaluated in accordance with the following:

- Administration (Stage 1) refer to page 2,
- Evaluation for mandatory (Stage 2) page 20,
- Functionality and Capability Requirements (Stage 3) page 21, and
- BBB-EE preferential points and Price (Stage 4).

Stage 2 - Evaluation for mandatory (compliance) criteria - Technical Compliance Requirements – all documents to be submitted

| Evaluation for mandatory | Weighting |
|---|---|
| ➤ Valid Fidelity Fund Certificate (issued by the Estate Agency Affairs Board (EAAB) or Property Practitioners regulatory Authority) | Disqualified if not given |
| ➤ A structured and duly signed joint venture agreement with full CIPC details of the joint venture parties – if applicable | Disqualified if not given (applicable to joint venture parties) |
| Financial Standing - Submission of any of the following, must not be older than 6 months on the closing date: <ul style="list-style-type: none"> ➤ Letter from the bidders appointed Accountant or, ➤ CEO/Director certifying that the bidder is in a financially sound position. NB: AIDC reserve the right to request the Financial Statements. | Disqualified if not given |

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 24 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

FRAMEWORK FOR TECHNICAL APPROACH AND METHODOLOGY


The AIDC will evaluate the bidder's understanding of the scope of works and site conditions. Bidders' response must be site specific:

STAGE 3 - Functionality and Capability Requirements

Table 1: Quality of submission in addressing criteria and sub-criteria


| FUNCTIONALITY & CAPABILITIES | TYPE OF SUPPORTING DOCUMENTS REQUIRED | MAXIMUM | SCORE | MINIMUM |
|---|---|---------|-------|---------|
| NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & BBBEE as per preferential system. | | 100 | | 70 |
| 1. COMPANY EXPERIENCE | | | | |
| <p>The bidder to provide years of company experience rendering Property Management services to a multistorey/ multi tenanted building/s:</p> <p>Company Experience:</p> <ul style="list-style-type: none"> Above 5 Years = 20 Points 2 – 5 years = 10 Points 0 - 1 Years = 0 Point | Provide a detailed company profile outlining years rendering Property Management Services | 20 | | |
| 2. TECHNICAL APPROACH | | | | |
| <p>Provide a Detailed Property Management Plan:</p> <ul style="list-style-type: none"> Plan with five out of five requirements submitted = 25 Points Plan with four out of five requirements submitted = 20 Points Plan with three out of five requirements submitted = 15 Points Plan with two out of five requirements submitted = 10 Points Plan with one out of five requirements submitted = 5 Points No plan submitted = 0 Point | Provide detailed property management plan outlining the following Five (5) requirements: A. rental collection, B. contracts management, C. stakeholder engagement, D. property management software, E. facilities management i.e., repairs and maintenance, cleaning etc | 25 | | |

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 25 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

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|--|---|-----------|--|--|
| 3. PROJECT TEAM | | | | |
| Proposed project specific team organogram with names and roles i.e., Portfolio Manager, Property Manager and Team Leader <ul style="list-style-type: none"> Organogram with personnel full names and roles = 5 Points Nothing provided or incomplete = 0 Point | Project specific organogram with names & role of each personnel | 5 | | |
| Qualifications and Experience of the key staff A. Portfolio Manager or Property Manager with the following: <ul style="list-style-type: none"> Above 6 years Property Management Experience with a qualification minimum NQF L4 (i.e., Property Studies, Real Estate, Property Valuation, Quantity Surveying, Facilities Management, Shopping Centre Management, Property Management, Commerce, Law, Engineering or Equivalent) = 25 Points 5 – 6 years Property Management Experience with a qualification minimum NQF L4 (i.e., Property Studies, Real Estate, Property Valuation, Quantity Surveying, Facilities Management, Shopping Centre Management, Property Management, Commerce, Law, Engineering or Equivalent) = 20 Points 2 – 4 years Property Management Experience with a qualification minimum NQF L4 (i.e., Property Studies, Real Estate, Property Valuation, Quantity Surveying, Facilities Management, Shopping Centre Management, Property Management, Commerce, Law, Engineering or Equivalent) = 15 Points Below 2 years Property Management Experience with a qualification minimum NQF L4 (i.e., Property Studies, Real Estate, Property Valuation, Quantity Surveying, Facilities Management, Shopping Centre Management, Property Management, Commerce, Law, Engineering or Equivalent) = 0 Point B. Registration with SAFMA (South African Facilities Management Association) or IREM (Institute of Real Estate Management) <ul style="list-style-type: none"> Portfolio Manager/ Property Manager registered as AFP (Accredited Facilities Professional) or CPM (Certified Property Manager) Valid Certificate = 5 Points. No information provided = 0 Points | Attach Valid Certified qualifications, registration certificates (Not older than 6 Months) Attach detailed CV's indicating years of property management experience | 30 | | |
| C. Company Client References | | | | |


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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 26 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

| | | | | |
|--|---|------------|-----------|--|
| <p>Bidder's Property Management service to clients over the last 7 years (Past/ Current contracts):</p> <ul style="list-style-type: none"> More than 4 reference letters = 20 Points 3 - 4 x reference letters = 15 Points 1 - 2 x reference letter= 10 Points No reference letter = 0 Points <p>NB: Reference Letters to be in the following format:</p> <ul style="list-style-type: none"> Client's Company letter head Client's Contactable details (e.g., Physical Address, Email, Telephone.) Awarded Description/scope of the work Awarded Value, Duration of the project | <p>Reference letters are required.</p> <p>Contactable References.</p> | 20 | | |
| TOTAL SCORE | | 100 | 70 | |

NB: The minimum threshold for the functionality evaluation is 70 points. The Tenderers that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 27 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL SBD 6.1 PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. General conditions

1.1 The following preference point systems are applicable to all bids:

- 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 Indication of the preference point system that will be used:

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor

1.4 The maximum points for this bid are allocated as follows:

| | Points |
|--|------------|
| Price | |
| B-BBEE Status Level of Contributor | |
| Total points for Price and B-BBEE must not exceed | 100 |


1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser

2. Definitions

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **"B-BBEE Status Level of Contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 28 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (f) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts.
- (h) **“Proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status Level Certificate issued by an authorized body or person.
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice.
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (i) **“QSE”** means a Qualifying Small Business Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (j) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

3. Points awarded for price

The 80/20 or 90/10 preference point systems:

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$


Where:

| | | |
|------------|---|--|
| P_s | = | Points scored for price of bid under consideration |
| P_t | = | Price of bid under consideration |
| P_{\min} | = | Price of lowest acceptable bid |

4. Points awarded for B-BBEE Status Level of Contributor

- 4.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution per the table below:

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 29 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

5. Bid declaration

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE Status Level of Contributor claimed in terms of paragraphs 1.4 and 4.1

B-BBEE Status Level of Contributor = (Maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be per the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of the B-BBEE status level of the contributor.)

7. Sub-Contracting


7.1 Will any portion of the contract be sub-contracted? **Yes / No**

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted %
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE **EME / QSE**
- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |
| | | |

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 30 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

8. Declaration regarding company/firm

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 Type of company/ firm (tick the applicable box):

- ☐ Partnership / Joint Venture / Consortium
☐ One person business / sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

8.5 Describe principal business activities:

.....

.....

.....

.....

8.6 Company classification (tick the applicable box):


- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g., transporter, etc.

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6 of the foregoing certificates, qualifies the company/firm for the preference(s) shown and I/we 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 6, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:
- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 31 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

Witnesses


1.
2.

.....
Signature(s) of bidders(s)

Date:


Address:
.....
.....

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 32 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

PART D

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 33 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

D1. UNDERTAKINGS BY SERVICE PROVIDER IN RESPECT OF THIS BID


1. Definitions:

- 1.1 “**The Board**” means the accounting authority of **AIDC** appointed by the Shareholder, GGDA.
- 1.2 “**Chief Executive Officer**” [“CEO”] means the CEO of **AIDC** or her/his duly authorized representative as appointed by the Board in concurrence with GGDA.
- 1.3 “**Contract**” shall include any schedule, drawings, patterns, samples attached, any agreement entered into, and all other schedules attached hereto.
- 1.4 “**Contractor(s)**” means service provider/s whose bid has been accepted by AIDC.
- 1.5 “**Cost of materials**” means, as and when applicable, the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 “**Final delivery certificate**” means the document issued by **AIDC** confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted.
- 1.7 “**GGDA**” means Gauteng Growth and Development Agency, the AIDC’s holding company.
- 1.8 “**Letter of acceptance**” means the written communication by **AIDC** to the Contractor recording the acceptance by **AIDC** of the Contractor’s bid subject to the further terms and conditions to be itemized in the contract.
- 1.9 “**Local content**” means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic.
- 1.10 “**Local goods**” means goods wholly or partly produced or manufactured or assembled in the Republic
- 1.11 “**AIDC**” shall mean **Supplier Park Development Company SOC Ltd T/A AIDC, which for the tender will also act as the “employer”,**
- 1.12 “**Order(s)**” means an official letter or CONTRACT issued by **AIDC** calling for the supply of goods according to a contract or bid.
- 1.13 “**Signature date**” and concerning any contract, means the date of the letter of acceptance.
- 1.14 “**Bid**” means an offer to supply goods/services to **AIDC** at a price.
- 1.15 “**Service provider**” means any person or body corporate offering to supply goods to **AIDC**.
- 1.16 “**Termination date**” concerning any contractor means the date of the final delivery certificate.
- 1.17 “**Value added**” means that a portion of the bid price does not constitute the cost of materials.
- 1.18 “**Warranties**” means collectively any, and all warranties listed and otherwise (if any) given by the service provider in term of this agreement.

2. Interpretation

- 2.1 In this agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates contrary:
 - An expression which denotes:
 - any gender includes the other gender.
 - a natural person includes an artificial or juristic person and vice versa.
 - the singular includes the plural and vice versa.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 34 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|---|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time.
- When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day.
- Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

2.2 This bid request and any subsequent proposal and contract will be interpreted and dealt with under South African law.

3. **I hereby bid:**

3.1 to supply all or any of the services described in this invitation to bid and any subsequently attached documents to **AIDC**.

3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid).

3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.

4. **I further agree that:**

4.1 the offer herein shall remain binding upon me and open for acceptance by **AIDC** during the validity period indicated and calculated from the closing time of the bid.

4.2 this bid and its acceptance shall be subject to the terms and additions contained in the schedules hereto with which I am fully acquainted.

5. **notwithstanding anything to the contrary:**

5.1 should the bid be withdrawn by me within the period agreed such bid to remain open for acceptance or fail to fulfill the contract when called upon to do so, **AIDC** may, without prejudice to its other rights, agree to the withdrawal of the bid or cancel the contract that may have been entered into between me and **AIDC**.


5.2 in such event, I shall then pay to **AIDC** any additional expense incurred by **AIDC** for having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid.

5.3 **AIDC** shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract.

6. Pending the ascertainment of the amount of such additional expenditure **AIDC** may retain such monies, guarantee or deposit as security for any loss **AIDC** may sustain, as determined hereunder, by reason of my/our default.


6.1 any legal proceedings arising from this bid may in all respects be launched or instituted against me and I hereby undertake to satisfy fully any sentence or judgment which may be obtained against me as a result of such legal proceedings, and I hereby undertake to pay **AIDC** legal costs on an attorney and own client basis.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 35 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- 6.2 if the bid is accepted such acceptance may be communicated by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery.
- 6.3 the law of the Republic of South Africa shall likewise govern any contract created by the acceptance of this bid.
7. I have satisfied myself as to the correctness and validity of this bid, that the price and rates quoted cover all the work/items specified in the bid documents, the price and rate cover all obligations under a resulting contract, and I hereby accept that any error regarding price and calculations shall be at my risk.
8. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions defaulting on me under this agreement as the principal liable for the due fulfillment of this contract.
9. Notwithstanding the amount of cause of action involved, I hereby consent to the jurisdiction of the Magistrate Court for the District of Johannesburg in respect of any action whatever arising from this contract.
10. I declare **participation/no participation** in the submission of any other offer for the supply/services described in the attached documents, and the other service provider(s) involved (if applicable) is:
11. Service provider's information - is as furnished elsewhere in this bid response and will be re-confirmed during the contracting process, in the event this bid is successful.
12. The Service provider hereby offers to render all or any of the services described in the attached documents to AIDC on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
13. Bids submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.
14. I hereby agree that the offer herein shall remain binding and receptive for acceptance by AIDC during the validity period indicated and determined from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
15. I furthermore confirm correctness and validity of the tender response, that the price and rates quoted, cover all works/items specified in the tender response documents, that the price and rates cover all obligations under a resulting contract and that any errors made regarding such are at my risk.
16. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 36 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

D2. GENERAL CONDITIONS OF CONTRACT (GCC)

The purpose of this Section D2 is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders (see attached Annexure A).
- (ii) The GCC will form part of all bid and contract documents.
- (v) Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful bidder.

D3. SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definitions

The terms shall be interpreted as indicated in the General Condition of Contract (Annexure A)

2. Application

- 2.1 These SCC 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, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC conflict with general conditions, the special conditions shall apply.

3. Standards


- 3.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.

4. Performance Security

- 4.1 Within thirty (30) days of receipt of the notification of contract award, the successful service provider shall furnish to the client the performance security of the amount specified in SCC
- 4.2 The proceeds of the performance security shall be payable to the client as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- 4.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the client and shall be in one of the following forms:
 - 4.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the client's country or abroad, acceptable to the client, in the form provided in the bidding documents or another form acceptable to the client; or
 - 4.3.2 a cashier's or certified cheque
- 4.4 The performance security will be discharged by the client and returned to the service provider not later than thirty (30) days following the date of completion of the service provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

5. Insurance

| | | | | |
|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 37 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
| Department: | Supply Chain Management | Document no: | AIDC-SCM-FRM-004 |  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Clustering Growth and Development Agency</small> |
| Document Classification | Normal document | | | |
| Document Type | Form | | | |
| Name of Document: | Standard bid document (open tender) | | | |

- 5.1 The service rendered 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. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

6. Payment

- 6.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.
- 6.2 Monthly payment for the goods and services as per tender scope.
- 6.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.
- 6.4 It is the requirement of AIDC for the successful bidder to maintain a valid Tax Compliance status and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax Compliance must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

7. Prices

- 7.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, except for any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

8. Assignment

- 8.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with AIDC's prior written consent.
- 8.2 AIDC on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

9. Subcontracts

- 9.1 The Service Provider shall not subcontract work without the prior written consent of AIDC.

10 Early Termination


- 1.1. The AIDC can provide a 30-day notice period for earlier termination if the AIDC needs to participate in a transversal contract from Treasury, DED or GGDA on an earlier date than this contract's end date.

I, the service provider, has read the above PARTS E1, E2, E3 and "General Condition of Contract" (Annexure A) and confirm that I/we fully understand and comprehend its meanings intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed aton this..... day of20...

Signature of service provider (same person as in PART A)

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|-----------------|--------------|--------------|--------------|-------------|
| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 38 of 39 |

| | | | | |
|-------------------------|-------------------------------------|--------------|------------------|--|
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ANNEXURE A

GENERAL CONDITIONS OF CONTRACT

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| Effective Date: | Revision No: | Compiled by: | Approved by: | Page Number |
| 1 February 2019 | 2 | M. Niehof | G Mathe | 39 of 39 |