



BID NO: RFP 23/22

**APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, UPGRADE, CONFIGURATION AND
OPERATION OF ACCREDITED SHARED CHEMICAL AND CLEANING DETERGENT PRODUCTION
FACILITY IN THE KWA-ZULU NATAL PROVINCE AMAJUBA DISTRICT**

CLOSING DATE: 28 April 2023 at 11am

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za Tel: 031 907 8911

Name of Bidder:

Trading Name:.....

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

REQUEST FOR PROPOSAL

ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD) (Hereinafter referred to as (“Ithala”))

BID NUMBER:	RFP23/22				
CLOSING DATE:	28 April 2023				
TIME:	11:00 am				
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, UPGRADE, CONFIGURATION AND OPERATION OF ACCREDITED SHARED CHEMICAL AND CLEANING DETERGENT PRODUCTION FACILITY IN THE KWA-ZULU NATAL PROVINCE AMAJUBA DISTRICT				
COMPULSORY BRIEFING:	Yes	x	No		
	SITE : Madadeni Industrial Estate – compulsory site briefing DATE: 13 April 2023 VENUE: No 37 Yellow Street Madadeni Industrial Estates Madadeni 2951				
Bid Enquiries	all bid enquiries can be sent by email tenders@ithala.co.za				

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C.2 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, UPGRADE, CONFIGURATION AND OPERATION (36 MONTHS) OF ACCREDITED SHARED CHEMICAL AND CLEANING DETERGENT PRODUCTION FACILITY IN THE KWA-ZULU NATAL PROVINCE

The physical address for collection of tender documents is:

Documents can be obtained from National Treasury [e-tender portal and Ithala website.](#)

Submission of Bids:

One original and one soft (USB) copy of the bid document must be submitted,

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **on March 2023 @11h00.**

Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za

Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink.

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ITHALA DEVELOPMENT FINANCE CORPORATION					
BID NUMBER:	RFP 23/22	CLOSING DATE:	28 April 2023	CLOSING TIME:	11H00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, UPGRADE, CONFIGURATION AND OPERATION OF ACCREDITED SHARED CHEMICAL AND CLEANING DETERGENT PRODUCTION FACILITY IN THE KWA-ZULU NATAL PROVINCE AMAJUBA DISTRICT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Ithala Trade Centre					
29 Canal Quay Road					
Point Water Front					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	031 907 8911		TELEPHONE NUMBER	031 907 8911	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE
2.4	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.5	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.6	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."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:.....

All bidders must furnish the following particulars and include it in their submission.

Ithala does not bind itself to accept the lowest or any bid and consider any bid for appointment.

Name of bidder:

Trading Name

VAT registration number

Tax clearance status/pin submitted

Postal address:

Street address:

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name	VAT registration number	Tax Clearance Status/Pin submitted	YES / NO
Entity name	VAT registration number	Tax Clearance Status/Pin submitted	YES / NO
Entity name	VAT registration number	Tax Clearance Status/Pin submitted	YES / NO

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Contact details of alternative

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Responsible person who will act on behalf of the person above should he/she not be available

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Confirmation

Are you the accredited representative in South Africa for the services offered by you: **YES / YES**
NO /

Declaration

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date

Signature of bidder: _____

Date: _____

Are you duly authorised to commit the bidder: YES /
NO

Capacity under which this bid is
signed _____

C.3 INTRODUCTION

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “To be the catalyst for growth, economic development and empowerment” and our MISSION is “To drive economic development and empowerment whilst remaining financially sustainable”.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing, and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our two operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

We strive for continuous improvement in our critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that you maintain the current business; you will be positioning yourself for future business within Ithala.

PROCUREMENT PHILOSOPHY

It is the policy of Ithala, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its SCM Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala' s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within Ithala.

1 C.4 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis.

Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	ITHALA SERVICE LEVEL AGREEMENT				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding Ithala or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to Ithala. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in Ithala and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from Ithala.				
5.4	Ithala shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP Ithala shall be entitled to freely cede and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to Ithala.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS	Yes	No	Noted	If no, indicate deviation
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the SLA.				

8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for Ithala or is carrying out work for Ithala and becomes unavailable then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replace resource is subject to the vetting of the Ithala project manager.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
11	LATE BIDS	Yes	No	Noted	If no, indicate deviation

11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	BID CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please make reference to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: PART 2: RFP SUMMARY AND DETAILS				
	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX STATUS				
	The bidder must be in compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.5	<u>PART 5:</u>	Yes	No	Noted	If no, indicate deviation

	Certificate of Authority to Sign a Bid Declaration of Interest				
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference from previous/current clients including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by Ithala.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID	Yes	No	Noted	If no, indicate deviation
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C15				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
14.9	PART 9: PRICING SCHEDULE				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.10	PART 10: PROCUREMENT TIMELINES				

14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	PART 11: ANNEXURES				
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.12	VAT				
14.12.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.12.2	Ithala reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R1m for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	Ithala reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				N/A
16	NEGOTIATION	Yes	No	Noted	If no, indicate deviation
16.1	Ithala has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender to highest ranking bidder in terms of SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				

	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	Ithala reserves the right to carry out site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 90 days				
20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA	Yes	No	Noted	If no, indicate deviation
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed				

	fraud or any other improper conduct in relation to such system.				
22.2	Ithala will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				

23	<u>EVALUATION ON PRICE AND SPECIFIC GOALS</u>	Yes	No	Noted	If no, indicate deviation
23.1	Price and specific goals evaluation will performed on bidders who qualified for Stage 2.				
23.2	All prices submitted may be subject to negotiation				
24	ADJUDICATION OF BID				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				
24.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
25	Awarding of contract				
25.1	Ithala reserves the right to award this bid in full or in part.				
25.2	An Ithala SLA will be utilised to manage the relationship, once a scope of works has been issued and agreed upon				
26	CONTRACT PERIOD				
26.1	The contract will be for a period of three years from date of appointment.				

C.5 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses:

Date:

ii. CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms..... acting in the capacity of, to sign all documents in connection with the tender for

Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. **CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as,
..... hereby authorize Mr./Ms.
acting in the capacity of, to sign all documents in
connection with the tender for Contract No and any contract resulting from it on our
behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv. **CERTIFICATE FOR SOLE PROPRIETOR**

I,, hereby confirm that I am the sole owner of the
business trading as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

C.6 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING SESSION

This is to certify that (tenderer).....
of (address)
..... was represented by the person(s)
named below at the compulsory meeting held for all tenderers at: -

Date	Time	Site
13 April 2023	10h00	No 37 Yellow Street, Madadeni industrial estates Madadeni 2951

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Bidder's representative attending the meeting:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Ithala's representative,
namely:

Name: Signature:

Capacity:

C.7 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	06 April 2023	10h00
Briefing session	13 April 2023	10h00
Written questions of clarification – closing date	17 April 2023	16h00
Written response to all clarifications	19 April 2023	16h00
Service Provider Proposals Due	28 April 2023	11h00
Completion of Bid Evaluations	14 June 2023*	16h00
Anticipated letter of Award	30 June 2023*	16h00
Commencement Date	05 July 2023*	09h00

***Indicative dates**

C.8 TERMS OF REFERENCE

1. PURPOSE

The purpose of this request for proposal (RFP) is to solicit proposals for the design, upgrade, configuration and operation of an accredited shared chemical and detergent production facility in the Kwa-Zulu Natal province. This facility will be established at Amajuba District Municipality at Ithala Madadeni Industrial Estate.

This facility, with the include maintenance and operation for period of 36 months from the date of establishment.

2. BACKGROUND

The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) through its implementing agent Ithala, has interest in establishing a facility that can produce chemical and detergent products. The currently identified sites are at Madadeni township. The pilot project was successful implemented in KwaMashu and is used to initiate a Province wide roll-out. The new proposed facility site at Madadeni will require a design, construct (500m² building), The site is situated in semi-industrial area. The identified site has not been configured for chemical handling and for detergent production hence the service provider should provide a detailed upgrade and configuration plan that will ensure that the facility to complies with SABS standards, Municipal legislation and all other applicable health and safety compliance requirements

3. DESIGN PARAMETERS

Firstly, the design work will involve constructing the facility at Madadeni to meet the required industry compliant standards and requirements for configuration into fully fledged chemicals and cleaning detergents production facility to be utilised by various scheduled SMMEs. The upgrade and configuration shall involve the planning, studies, investigations, and assessments in consultation with the Project Steering Committee. Secondly, the designs shall include optimising the process layout and flow of the facility to achieve optimal efficiencies in production time, floor space, access to storage as well as the dispatching of goods; this process must take into consideration industry best practice, the relevant unit standard, as well as all applicable health and safety compliance requirements.

The successful service provider shall deliver the project in the following stages:

3.1 STAGE 1 - INCEPTION REPORT:

The inception stage of this project will involve determining, with the input of the Project Steering Committee, the scope of the construction contract required to meet the level of services needed and to be within the budgetary constraints of this project. Any further investigations and/or further testing should be identified at

this stage. The service provider shall be required to present at least two design concepts to choose from for each facility.

3.2 STAGE 2 - CONCEPT AND VIABILITY (PRELIMINARY DESIGNS):

The service provider shall collect all data relevant to the required upgrades, identify and investigate options for effective performance and produce concept designs in keeping with this scope of work and the required level of services, standard and norms. A design report on the information collected, the preliminary design, cost estimates and an implementation programme must be presented for approval by the project steering committee. The design must accommodate four design reviews.

3.3 STAGE 3 - DESIGN DEVELOPMENT (DETAIL DESIGN):

The professional team leader shall undertake detailed design of the new precinct and associated requirements, plan the construction of the project, produce drawings, specifications and resolve issues for clarity and recommend project execution. The professional team leader shall liaise with the project steering committee during the preparation of documents to determine any other specific requirements that the committee may have in this regard. Two options of preliminary designs must be submitted to PSC for review and approval.

3.4 STAGE 4 - DOCUMENTATION AND PROCUREMENT:

The key project personnel shall be invited to a meeting prior to the finalization of the documentation. All resolutions of the meeting shall be incorporated into the final contract documents. Detailed design drawings, shall be finalized, incorporating any comments of the project steering committee. Once finalized, two sets of paper prints must be submitted to the IDFC for signature for each facility. One set will be kept by the IDFC and the other returned to the service provider. All other prints issued henceforth shall carry the words "Initial version signed on (date)" at the signature location in the title block. The professional team leader shall prepare any further plans, designs and drawings (over and above the construction drawings), which may be necessary for the execution of the works. The professional team leader shall be responsible for providing the Employer with the required number of copies of plans and contractual documents for work execution purposes (both hard copy and on USB). The professional team leader shall, during design and reconfiguration period bring to the attention of the IDFC all queries, and clarifications resolve during this period.

3.5 STAGE 5 - CONTRACT ADMINISTRATION AND INSPECTION:

Obtain offers for the execution of the works and advise the IDFC regarding the award of the building contract. Prepare construction documentation and arrange for the signing thereof. Administer and perform the duties assigned to the professional in the building contract. Provide the client with as-built drawings, certificates, relevant technical data and guarantees from suppliers on completion of the works.

3.6 STAGE 6 - CLOSE OUT FOR DESIGN, UPGRADE AND RECONFIGURATION:

The professional team leader shall submit as-built plans to Ithala in electronic format preferably, AutoCAD, otherwise pdf format as well as two complete set of paper prints. Design must take consideration of all services such as ventilation systems, HVAC, Electrical, Lighting, Fire, production equipment, IT Infrastructure, and any other required equipment. These must be environmental friendly and accommodate smart building technology where possible.

3.7 STAGE 7 – OPERATION AND MAINTENANCE OF THE FACILITY

Adherence to Manufacturing and Laboratory Procedure Manual - The operator will be required to adhere to manufacturing and laboratory procedure manuals in respect of Quality Management, Environmental Health and Safety, Hazardous Material Handling and Storage, Manufacturing, Formulation conversions and Booking management.

- **Capacitating the facility with resources and raw material** - the service provider will be required to capacitate the facility with the resources and raw material. This will be done to assist SMMEs who want to buy small portions as most suppliers only sell in big volumes. This will also include the management of raw materials in the facility.
- **Recruitment and on boarding of SMME to incubation process** -the facility will be used by SMMEs. The service provider will need to recruit and on board SMMEs into the incubation programme in coordination with the client and continue with the incubation programme for SMMEs already recruited into the programme.
- **Training of SMMEs - Recruited SMMEs will have to be trained in the following;**
 1. **Detergents Manufacturing** - this is technical training on how to mix raw materials to come up with a finished product. The trainings to be conducted by qualified analytical chemists,
 2. **Financial Management** – to ensure that they can manage their finances,
 3. **Pricing** – important to know how to price products correct so that the SMME does not make losses,
 4. **Packaging and labelling** – to ensure that they use the correct packaging for their product as well as using correct labels. This is critical when their products are tested by SABS. The label is one of the determining factors whether the product passes or fails,
 5. **Marketing and Sales** – It is important for SMMEs to know which platforms to use to market their products effectively. They are also trained on how to sell their products,
 6. **Quality Assurance** – to teach the SMMEs on the importance of following processes and procedures to ensure that the quality of their products is consistent.

Note: IDFC has a mandate to ensure all local contractors and service providers are provided an opportunity to perform works and services where they have the necessary skills, or it can be developed. The successful bidder will be requested to work with the local contractors and service providers and only where the required skills are not available should contractors from outside the area be brought in albeit with the use of local Labour.

4. PROJECT OBJECTIVES

General Objective

- I. The premise are at No 37 Yellow street, Unit 1 in Madadeni is readily available for redesign, reconfiguration and suitable to be used for the shared facility. In our assessment, reconstruction, renovations and or fitments are required which makes this site the most cost effective currently.
- II. The overall objective is to acquire a turnkey solution with the alterations, enhancements and construction carried out on the building as wells supply and configuration requirement of the necessary equipment and raw materials so that the site will be ready to operate.
- III. Furthermore, the establishment of a supporting satellite laboratories to the facility is included in the requirements. The shared manufacturing facility project will be most effective and successful should it be corroborated by testing services, quality assurance as well as technical support that would be offered through the laboratories.

Ultimately the key objective is to develop detergents manufacturers in the province that will be sustainable and ready and able to fairly compete in the open market. This will be attained by offering both the provincial shared manufacturing facility laboratories.

IV. Technical Objectives

- **Detailed process layout** - Layout to respond to SANS 22716 and provide details of raw material flow and storage, general SHE compliance. These to include a diagram of how the process's unit operations may theoretically be positioned in the facility
- **Process description** - Provide a detailed process flow depicting each key unit operation as necessary to fulfil the requirement of producing majority of listed products at 1000L production capacity. Provide high level detail of production considerations of each product and raw material requirements.
- **Equipment description and technical specification** – Propose a list of all equipment required in the production of the listed products, provide a technical detail of equipment material requirements to enable procurement of durable and compliant equipment.
- **Construction considerations** - To achieve SANS 22716, the facility design has to provide guidance on waste management and disposal, effluent drainage and treatment, floor, walls, window specifications, necessary piping and

- **Production consideration** - Consumables and raw materials definition with minimum quality specification. Guidance/intervention storage considerations and handling.

V. Operation Objectives

- **Ensuring the Adherence to Manufacturing and Laboratory Procedure Manual**
- Capacitating the facility with resources and raw material
- Recruitment and on boarding of SMME to incubation process
- Training and capacitating the SMMEs on the technical know how.

5. ADDITIONAL CONSIDERATIONS

- The service provider will have to take the following additional into consideration:
- Costing must include comprehensive project management including provision of certificates of compliance at the end of the project e.g. fire, electrical, SABS, SANAS etc.
- Directional and display signage design and plan;
- All equipment and storage requirements for the facility to fully function
- Air-conditioning, ICT cabling and hardware, Environmental control, fire detection and fire suppression systems, installation of extinguishers, CCTV with alarm system and security beams (interior and exterior) and bio-metrics for all entrances and exits
- Procurement of 36-month SLA for internet connectivity (WAN), armed response and monitoring of alarms system, maintenance agreement for fire-detection and suppression systems
- Trolley jacks and trolleys to move materials and load stock in and around the facility
- All manufacturing equipment to be procured with 36-month maintenance and service plan (including training for users)
- All laboratory equipment to be procured with 36-month maintenance and service plan and the list of equipment is as follows:

ITEM	QUANTITY
ANALYTICAL BALANCE 210G X 0.0001G	2
ALCOHOL HYDROMETER 0-100%	2
HI2002-03 PH METER ONLY	2
HI10530 PROBE DIGITAL GLASS	2
VISCOMETER BSV5S	2
THERMOMETER HG -10/150	2
FUNNEL BUCHNER PORCELAIN	2
GLOSS METER 60 DEGREE	2

PLATFORM SCALE 300KG	4
PAN BALANCE 15KG	2
PH METER PORTABLE	2
PUMPS PLASTIC	8
STIRRER HOTPLATE MAGNETIC	4
HOMOGENISER	2
INFRARED THERMOMETER	2
OVERHEAD STIRRER	2
200L MIXER	6
200L PAINT MIXER	2
200L GEL MIXER	2
1000L MIXER	2
HIGH SHEAR EMULSIFIER	2
RIBBON BLENDER	2
SEMI-AUTOMATIC PISTON FILLER (100ML - 1 L)	2
LABELING MACHINE	2
HEAVY DUTY SHELVES	20
AIR CONDITIONERS	14

- For all construction related work on the project: detailed bills of quantities/ schedule of rates should be drawn up in accordance with standard system of measurement building work – 1999 edition
- For all other goods and services, detailed specifications must be drawn up and submitted to potential supplier's/service providers to submit proposals
- The project team for establishment phase at a minimum must contain the following certified professionals:

RESOURCE	PROFESSIONAL REGISTRATION	FULL TIME/PART TIME	PROFESSIONAL INDEMNITY
Project Manager	South African Council for Project and Construction Management Profession	Full Time	Yes
Architect	South African Council for the Architectural Profession	Part Time	Yes
Quantity Surveyor	South African Council for the Quantity Surveying Profession.	Part time	Yes
Structural Engineer	Engineering Council of South Africa	Part time	Yes
Electrical Engineer	Engineering Council of South Africa	Part time	Yes
Mechanical Engineer	Engineering Council of South Africa	Part Time	Yes

Health and Safety Agent	South African Council for Project and Construction Management Profession.	Full time	Yes
Advisory Consultant	Experience in the detergent manufacturing environment	Part time	N/A
Construction manager/site agent	BSc/BTech/B Eng/N Dip in the Built Environment with SACPCMP registration	Full time	Yes

Kindly provide detailed CV's and copies of professional registration as well as valid professional indemnity cover for each professional discipline to the value of R4 000 000.00 and above.

- The team for the 36-month operational period at a minimum must include the following resources:

Facility Centre Manager	X 1
Laboratory Manager	X 1
Finance Manager	X 1
Marketing Officer	X 1
Laboratory Assistant	X 1
Production Officer	X 1
Receptionist	X 1
Cleaner/General Assistant	X 1

NB: Kindly provide a detailed CV and qualification of all resources.

The awarded service provider will be required to produce proof of market related prices for all procurement carried out, where possible at least three (03) quotations must be obtained. Local contractors and suppliers must be given an opportunity participate in any procurement activities where possible.

C.9 PROPOSED FEES

Pricing Schedule Final Summary

NAME OF BIDDER: <div style="border-bottom: 1px dashed black; margin-top: 10px;"></div>
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Description	Estimated cost to complete	Professional Fees (percentage)	Professional Fees (Rand value)
	1	2	3
AMAJUBA			
DESIGN LAYOUT			
CONSTRUCTION AND CONFIGURATION OF THE FACILITY			
PROCUREMENT AND INSTALLATION OF PRODUCTION EQUIPMENT			
PROCUREMENT AND INSTALLATION OF LABORATORY EQUIPMENT			
COSTS FOR ADDITIONAL ITEMS LISTED ON PAGE 28- 29			
DISBURSEMENTS (LIMITED TO 10% PER CLAIM)	N/A		
SUB TOTAL			

Notes:

1. Kindly indicated the estimated cost to construct or procure
2. Kindly indicate percentage of estimate costs (professional fees)
3. Kindly indicate Rand value of estimated costs (professional fees)

Ithala reserves the right to negotiate all costs in compliance with approved budget

Tenderers signature.....

PROPOSED FEES FOR MAINTENANCE AND OPERATION

Description	Year 1: Amount	Year 2: Amount	Year 3: Amount
Maintenance and operation of the Madadeni facility for a period of 3 years			
SUB TOTAL			

CONFIGURATION AND OPERATION

TOTAL FOR CONFIGURATION AND OPERATION	
VAT 15%	
TOTAL INCL. VAT	

Tenderers signature.....

TOTAL BID PRICE:.....

C.8.1 EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted into three (3) stages as follows

C.8.1.1 Administrative Compliance

C.8.1.2 Functionality Evaluation

C.8.1.3 Price and Preference Points

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.

1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
1.1	Mandatory Bids will only be compliant if bidder has submitted the following documents: <ul style="list-style-type: none"> The bidder must registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; Bidders disclosure - A completed and duly signed declaration of interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete of all questions answered, you are indicating not applicable (N/A) where appropriate. Compulsory briefing session proof of attendance 				
1.2	STAGE TWO: FUNCTIONALITY REQUIREMENTS				
1.2.1	Responsive bids will be evaluated according to the criteria indicated in C.8.1.2				

1.3	STAGE 3: PRICE AND SPECIFIC GOALS				
1.3.1	Price evaluation will be performed on bidders who qualified for stage 1 and 2 above				

Project Plan	Project Plan: the bidder is required to demonstrate their ability to complete the project within 150 days after the finalising the award of the bid	20	-	Project plan clearly indicating all the activities and timeframe (in days) post the award of the bid, the project plan should include stages 1 – 6 as indicated in page 22 – 23 in the bid document.	
	Less than 150 days including all the minimum project milestones listed in the project plan submitted as evidence.		20		
	Between 151 and 180 days including all the minimum project milestones listed in the project plan submitted as evidence.		10		
	Between 181 and 210 days including all the minimum project milestones listed in the project plan submitted as evidence.		5		
	More than 210 days – No points will be allocated should the project plan exceed 210 days irrespective if any of the other minimum information is submitted as evidence		0		
Proposal	Proposal: the bidder is required to demonstrate their ability to deliver on the scope of works as outlined in 3.7 of the RFP document <ul style="list-style-type: none"> •Adherence to Manufacturing and Laboratory Procedure Manual •Capacitating the facility with resources and raw material •Recruitment and on boarding of SMME to incubation process •Training and capacitating the SMMEs on the technical know how 	15	15	Detailed proposal on maintenance and operation of the facility	
	Failure to meet this requirement		0		
Technical Design	Bidder to produce and submit evidence (plans and photos) of previous projects undertaken and successfully completed	20	-	Bidder to produce and submit evidence (plans and photos) of previous projects undertaken and successfully completed	

	Three or more projects completed		20	N.B. No points can be allocated if there is no submission highlighting the above deliverables at a minimum
	Less than three projects		0	
Company Experience and current/ previous projects	The bidder is required to demonstrate their relevant experience in the provision of turnkey services relating to production/manufacturing facility which includes design and build work, which is of a similar nature to that of the IDFC's requirement as stated in this bid document.	20	-	<p>Client reference letters or Project close out reports</p> <ul style="list-style-type: none"> Bidders are requested to provide details of projects where they have implemented and/or managed a shared detergent manufacturing facility. Please provide the following details: <ul style="list-style-type: none"> Name of Facility Location of facility Type of products manufactured Production volume per month Client contact person <p>Only relevant references for work done in terms of scope and size for design and build projects in excess of R5 million</p>
	Relevant references must be for work done in terms of scope and size of the project (design and build projects in excess of R5 million)		20	
	More than three references for projects in excess of R5 million)		15	
	Three (3) projects in excess of R5 million)		0	
	Less than three (3) projects		0	
Company Resources	Company resources, qualification, and professional registration	20	-	<p>Minimum requirements (based in years of experience)</p> <ul style="list-style-type: none"> Project Manager registered with the South African Council for Project and Construction Management Profession and has at least 5 years' relevant experience Architect registered with the South African Council for the Architectural Profession and has at least 5 years' relevant experience Quantity Surveyor registered with the South African Council for the Quantity Surveying Profession and has at least 3 years' relevant experience Advisory Consultant Master's Degree with at least 10 years' experience in a detergent manufacturing/production environment
	Exceed Minimum requirements		20	
	Meet minimum requirements		15	
	Do not meet the minimum requirements		0	

				<p>Operations:</p> <ul style="list-style-type: none"> • Facility Centre Manager – master’s degree and minimum 15 years of detergent manufacturing/production environment- with atleast 5 years senior management experience • Laboratory Manager – BSc Master’s Degree or equivalent with 15 years’ experience of a shared manufacturing facility (laboratory) -with atleast 5 years senior management experience • Finance Manager - BCom degree with a minimum of 5 years’ experience in a senior finance management environment <p>N.B. No points will be awarded should the bidder not meet any of the above requirements at a minimum</p>
SMME Empowerment	As SMME empowerment is one of the key functions of Ithala, bidders are requested to provide evidence of any initiatives/ programs that will be introduced should they be awarded the bid.	5	-	<p>Kindly provides as evidence what initiatives/programs will be introduced in the development of SMME’s should they be award this bid Groups identified for development include, SMME’s with ownership as follows:</p> <ul style="list-style-type: none"> • 51% or more black ownership or • 51% or more-woman ownership or • 51% or more-youth ownership or • 51% or more-disabled ownership <p>N.B. Points will only be awarded for programs specific to the delivery of the project, these include utilizing local SMME’s in the implementation or support of the project. This may also include specific training that may develop the identified SMME skills specific to delivery or support of this project.</p>
	Evidence submitted of initiatives/programs that will be introduced in the development of SMME’s should the bidder be awarded the bid with empowerment of 1 or more of the identified groups for empowerment		5	
	No evidence submitted or lack of required information		0	
Total		100		
<p>Bidders are required to obtain a minimum of 70 points to be considered for stage 3 of the evaluation process, Ithala Development Finance Corporation reserves the right to validate all documentation submitted as evidence.</p>				

C.8.1.3 PRICE AND PREFERENCE POINTS (SPECIFIC GOALS)

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Blacks	5	
Women	5	
Youth	5	
People living with disability	5	
TOTAL POINTS	20	

C.9 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1. If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

3.5 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.

3.6 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.

3.7 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 bid der

C.10 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Blacks	5	
Women	5	
Youth	5	
People living with disability	5	
TOTAL POINTS	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

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

[TICK APPLICABLE BOX]

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

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

.....
SIGNA TURE(S) OF TENDERER(S)

SURNAME AND NAME:

DA TE:

ADDRESS:

.....

.....

.....

C.11 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

2

DATE:

C.12 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.13 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Cover letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	Registered as a vendor on CSD	
6.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
7.	BBBEE Certificate/Affidavit	
8.	Joint Venture Agreement where applicable	
B. Technical Documents		
9.	Project Plan	
10.	Client reference letters/ Project close out report/completion letter/testimonial	
11.	Bidder to produce proof of previous projects	
12.	CVs of project resources (including qualifications and certifications)	
13.	Evidence submitted of initiatives/programs that will be introduced in the development of SMME's	

Name

Date

Signature