



OPEN TENDER

IMPLEMENTATION OF A CLOUD-BASED E-SUBMISSION SYSTEM (HOSTING, SUPPORT, MAINTANANCE AND LICENSES) FOR AN INITIAL PERIOD OF 24 MONTHS

Tender Number: IDT-NAT-E-SUB-2023

**Closing date:
Friday, 26th MAY 2023 at 12h00 Midday**

ISSUED BY:

**THE INDEPENDENT DEVELOPMENT TRUST
IDT HEAD OFFICE
CORNER OBERON AND SPRITE STREETS
GLENWOOD OFFICE PARK
FAERIE GLEN
0043**

Table of Contents

1. TENDER DETAILS	3
1.1 Invitation to Bid	3
1.2 Tender Data	6
1.3 Evaluation Criteria	10
1.3.1 Phase 1: Mandatory Requirements	10
1.3.2 Phase2: Evaluation on Functionality Requirements	10
1.3.3 Phase 3: Bidders Presentation / Demonstration of Proposed System	12
1.3.4 Phase 4 - Evaluation on the 90/10 or 80/20 Preference Points System	14
2. TENDER DETAILS	16
2.1 – List of Returnable Documents to be submitted with the tender	16
2.1: Invitation to Bid (SDB 1)	17
INVITATION TO BID (SDB 1)	18
SDB 6.1	24
1. IDT's Reservation of Rights	30
2. CONDITIONS	34
3. ELECTRONIC SUBMISSION SYSTEM (E-SUBMISSION SYSTEM)	35
3.1 Project Overview	35
3.2 Objectives of the Project	35
3.3 Scope of the Project	36
4. OVERVIEW OF IDT	38

1. TENDER DETAILS

1.1 Invitation to Bid

The Independent Development Trust (**hereinafter “IDT”**) invites companies with extensive experience in the development and commissioning of Electronic-**SUBMISSION SYSTEM** in the public sector.

The Independent Development Trust (IDT) is a public entity established by the South African government to support socio-economic development in the country. The IDT aims to provide efficient and effective services to its clients and stakeholders. The current manual submission system for proposals, tenders, and other documents has proved to be time-consuming and inefficient. To address this challenge, the IDT is seeking to implement an e-Submission system to streamline its internal operations.

The Independent Development Trust seeks a reputable supplier to provide a comprehensive e-submission system that will enable us to digitise their current paper-based submission process. The system should provide a user-friendly interface that will allow the staff and stakeholders to submit and access relevant documents in real-time. It should also include features such as automatic notifications and feedback, comprehensive tracking and reporting capabilities, and integration with our existing systems i.e. the Active Directory. The supplier should have proven experience in implementing similar systems and should be able to deliver a high-quality solution within the stipulated timeline and budget.

The e-submission system should comply with all relevant regulations, including data protection and security requirements. The system should be designed with robust security measures to ensure the confidentiality and integrity of data and should be able to withstand cyber threats. The selected supplier should have a comprehensive understanding of the regulatory framework and should be able to provide a solution that meets all applicable standards. Additionally, the system should be scalable and adaptable to accommodate future growth and changing requirements. The successful bidder should provide ongoing support and maintenance services to ensure the smooth operation of the system.

The ultimate objective is to acquire a supplier that will implement a cloud-based e-submission system (hosting, support, maintenance and licenses) for an initial period of 24 months

There is no compulsory briefing

The Tender closes on **Friday, 26th May 2023 at 12:00 Midday**. Original bids must be submitted and deposited in the Tender Box at the **IDT Head Office, Corner Oberon and Sprite Streets, Glenwood Office Park – Block B, Faerie Glen, 0043**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders WILL NOT be accepted.

This bid will be evaluated into four phases i.e. mandatory requirement, functionality, presentation/demonstration of the proposed system, price and specific goals.

Phase1 – Mandatory requirements

Only those bidders who satisfy the following compulsory requirements are eligible to submit tenders:.

- Submission of fully completed and signed Standard Bidding Documents
 - SBD 1 (Invitation to Bid)
 - SBD 4 (Bidders Declaration Form)
 - SBD 6.1 (Preference Points Claims Form in Terms of the Preferential Procurement Regulations 2022)
- The bidder must submit a copy of National Treasury CSD Report and / MAAA Number.
- The bidder must submit fully completed and signed cost breakdown

NB: Bidders who fail to meet all of the above requirements will be eliminated and not be evaluated further on functionality.

Phase 2 - Functionality criteria

Only bidders scoring 70 points (out of 100 points) and above under functionality criteria will be eligible to be evaluated further on demonstration/presentation of the proposed system.

Table1: Phase 2 evaluation under functionality criteria is as follows:

Phase	Criteria	Points Allocation
	Bidders Experience in e-submission system implementation.	30 points
	Client Reference Letters	25 points
	Team Members Experience	45 points

Phase 2	Project Leader = 15 Business Analyst = 15 Developer = 15	
	Total	100 points
	<i>Only bidders scoring 70 points and above under these Phase of functionality criteria will be eligible to be evaluated on demonstration and presentation..</i>	

Tender documents will be available from the IDT website at www.idt.org.za and from the National Treasury e-Tender Portal at www.etenders.gov.za free of charge from **Monday, 24th April 2023**.

Enquiries should be directed to the following contacts:

- For Technical matters related queries: e-mail: esubmission@idt.org.za
- For Supply Chain Management (SCM) related queries, e-mail: esubmission@idt.org.za

NB: Bidders are encouraged to send their enquiries via the above mentioned email address and no telephonic enquiries will be accepted.

1.2 Tender Data

The IDT Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this bid. The Bid Data shall have precedence in the event of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data / Clause description												
1.2.1	<p>The Employer is Independent Development Trust (hereinafter “IDT”)</p> <table border="0"> <tr> <td data-bbox="296 949 549 983">Physical address:</td> <td data-bbox="975 949 1313 983">The IDT Representative:</td> </tr> <tr> <td data-bbox="296 1021 510 1055">IDT Head Office</td> <td data-bbox="975 1021 1361 1055">e-mail: esubmission@idt.org.za</td> </tr> <tr> <td data-bbox="296 1093 735 1126">Corner Oberon and Sprite Streets</td> <td></td> </tr> <tr> <td data-bbox="296 1164 585 1198">Glenwood Office Park</td> <td></td> </tr> <tr> <td data-bbox="296 1236 525 1270">Faerie Glen 0043</td> <td></td> </tr> <tr> <td data-bbox="296 1308 616 1341">Website: www.idt.org.za</td> <td></td> </tr> </table>	Physical address:	The IDT Representative:	IDT Head Office	e-mail: esubmission@idt.org.za	Corner Oberon and Sprite Streets		Glenwood Office Park		Faerie Glen 0043		Website: www.idt.org.za	
Physical address:	The IDT Representative:												
IDT Head Office	e-mail: esubmission@idt.org.za												
Corner Oberon and Sprite Streets													
Glenwood Office Park													
Faerie Glen 0043													
Website: www.idt.org.za													
1.2.2	<p>Only those bidders who satisfy the following compulsory requirements are eligible to submit tenders:</p> <ul style="list-style-type: none"> • Submission of Standard Bidding Documents <ul style="list-style-type: none"> ○ SBD 1 (Invitation to Bid) ○ SBD 4 (Bidders Declaration Form) ○ SBD 6.1 (Preference Points Claims Form in Terms of the Preferential Procurement Regulations 2017) • The bidder must submit a copy of National Treasury CSD Report and / MAAA Number. 												

Clause number	Tender Data / Clause description
1.2.3	There will be no compulsory briefing session.
1.2.4	Prospective bidders are encouraged to submit their requests for clarification in writing not later than 5 calendar days before the closing date.
1.2.5	The tender shall be for the entire scope as defined in the Terms of Reference
1.2.6	The Tender Validity period is 120 days from the closing date.
1.2.7	The Tender shall be submitted as follows in one envelope 1. Hard Copies of the Bid following the structure in <u>section 1.2.8</u> below
1.2.8	To facilitate the tender evaluation process, the bidders are encouraged to compile their Tender Document following the order below. PART 1: Compulsory Documents PART 2: Company's experience PART 3: Client Reference Letters PART 4: Team Members Experience (Dedicated to this bid) PART 6: System Proposal outlining each application PART 7: System Costing
1.2.9	The Invitation to Tender number is IDT-NAT-E-SUB-2023
1.2.10	The deadline for tender submission is 26th May 2023 at 12:00 MIDDAY
1.2.11	There will be no public opening of this Bid.

Clause number	Tender Data / Clause description
1.2.12	<p>The tender shall be addressed to the Employer with a cover page indicating the following:</p> <p>INDEPENDENT DEVELOPMENT TRUST (IDT)</p> <p>IMPLEMENTATION OF A CLOUD-BASED E-SUMISSION SYSTEM (HOSTING, SUPPORT, MAINTANANCE AND LICENSES) FOR AN INITIAL PERIOD OF 24 MONTHS</p> <p>MARKED AS TENDER REF: IDT-NAT-E-SUB-2023</p> <p>BIDDER NAME: _____</p> <p>COMPANY REGISTRATION NUMBER: _____</p> <p>CSD NUMBER: _____</p> <p>Physical Address for delivery of tender:</p> <p>IDT Head Office</p> <p>Glenwood Office Park, Block B</p> <p>Corner Oberon and Sprite Streets</p> <p>Faerie Glen 0043</p>
1.2.13	<p>The place for delivery of the tender is:</p> <p>The IDT Tender Box located at (main reception at the physical address given above)</p>
1.2.14	<p>The Bids will be evaluated on comparative basis in terms of IDT SCM Policies and Procedures.</p>

Clause number	Tender Data / Clause description
1.2.14	<p>Functionality Criteria</p> <ul style="list-style-type: none">• Only bidders scoring 70 points and above under functionality criteria will be eligible to be evaluated further on presentation/demonstration of the proposed system.

1.3 Evaluation Criteria

1.3.1 Phase 1: Mandatory Requirements

Only those bidders who satisfy the following compulsory requirements are eligible to submit tenders:

- Submission of fully completed and signed Standard Bidding Documents
 - SBD 1 (Invitation to Bid)
 - SBD 4 (Bidders Declaration Form)
 - SBD 6.1 (Preference Points Claims Form in Terms of the Preferential Procurement Regulations 2022)
- The bidder must submit a copy of National Treasury CSD Report and / MAAA Number.
- The bidder must submit fully completed and signed cost breakdown

1.3.2 Phase2: Evaluation on Functionality Requirements

All corresponding supporting documents must be compiled as per Instruction 1.2.8 as per Tender Data in Section 1.2 above. Submissions will be scored according to the scoring sheet in Table 2 below.

Table 2:

VARIABLES	MAXIMUM POINTS	CRITERIA	POINTS
1. Bidders Experience in e-submission System implementation (Projects in the past ten years) NB: The bidder must submit a list of projects as per the above criteria.	30	More than 5 Years' experience in e-submission System implementation (Projects in the past ten years)	30
		Between 3 Years to 5 Years' experience in e-submission System implementation (Projects in the past ten years)	15
		2 and below Years' experience in e-submission System implementation (Projects in the past ten years)	10
2. Client Reference Letters NB: Reference Letters must be on client's letter head with contact details, signed and dated. The letter must indicate that the bidder has undertaken e-submission system implementation (Only completed projects)	25	Five and above Reference Letters from previous clients the bidder undertaken e-submission system implementation (Only completed projects)	25
		Three – Four Reference Letters from previous clients for whom the bidder has undertaken e-submission system implementation (Only completed projects)	15
		One – Two Reference Letters from previous clients the bidder undertaken e-submission system implementation (Only completed projects)	10
		Non-Submission of Reference Letters from previous clients the bidder undertaken e-submission system implementation (Only completed projects)	0

VARIABLES	MAXIMUM POINTS	CRITERIA	POINTS
3.TEAM MEMBERS NB: The bidders must submit Curriculum Vitae for the proposed Project leader, Business analyst and developer. The CV's must clearly detail years of relevant experience.	45	Project Lead (+5 Years' Experience in System Implementation)	15
		Project Lead (between 2 and 5 Years' Experience in System Implementation)	10
		Project Lead (below 2 Years' Experience in System Implementation)	5
		Business Analyst (+5 Years' Experience in System implementation)	15
		Business Analyst (Between 2 and 5 Years' Experience in System implementation)	10
		Business Analyst (less than 2 Years' Experience in System implementation)	5
		Development Lead (+5 Years' Experience in system implementation)	15
		Development Lead (Between 2 and 5 Years' Experience in system development)	10
		Development Lead (Less than 2 Years' Experience in system development)	5
Total Points			100

NB: Only bidders who meet the threshold of 70% and above of the total functionality points will be eligible to be evaluated under phase three.

Shortlisted bidders will be invited for demonstration of their proposed system.

1.3.3 Phase 3: Bidders Presentation / Demonstration of Proposed System

Bidders must be prepared to do a **60 minutes'** presentation/interview (30 minutes for presentation by the bidder and 30 minutes for Q&A). The presentation should focus on a Brief System Overview, Approach and Methodology, Application of Modern Technologies, System

Implementation, Turnaround time among others. The presentation will be on a **Virtual Platform** with the Bidders representative and the Bid Evaluation Committee (BEC).

Only bidders that obtain total 18 points thresholds out of 25 possible points will qualify to be evaluated further on Price and specific goals.

The Table below, specify in detailed the criteria to be considered under the evaluation of phase three - Bidders Presentation / Demonstration for the Proposed System

Table 3

VARIABLES	MAXIMUM POINTS	CRITERIA	POINTS
1. BIDDERS PRESENTATION	25	System Fully Meets IDT requirements (Terms of Reference)	10
		System does not Meet IDT requirements (Terms of Reference)	0
		Proposed Approach Acceptable (Terms of Reference)	5
		Proposed Approach Partially Acceptable (Terms of Reference)	3
		Proposed Approach NOT Acceptable (Terms of Reference)	0
		Application of Modern Technology Outlined	5
		Application of Modern Technology Partially Outlined	3
		Application of Modern Technology NOT Outlined	0
		System Implementation Turnaround time acceptable (90 days or below)	5

VARIABLES	MAXIMUM POINTS	CRITERIA	POINTS
		System Implementation Turnaround time Partially acceptable (above 90 days but not exceeding 120 days)	3
		System Implementation Turnaround time NOT acceptable. (anything exceeding 120 days)	0
Total Points			20

NB: Bidders who fail to meet a minimum threshold of 18 points out of possible 25 will not be evaluated further on price and specific goals.

1.3.4 Phase 4 - Evaluation on the 90/10 or 80/20 Preference Points System

Phase 4 entails the process of evaluation on price and specific goals based on the 80/20 or 90/10 Preference Points system as stipulated by the Preferential Procurement Policy Framework Act (PPPFA) Regulations 2022.

This bid will be evaluated as per Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

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

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)
Women	6	
Youth	6	

People with Disabilities	4	
Black	4	

Source Documents to be submitted with the Bid

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC)
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

2. TENDER DETAILS

The returnable documents shall be submitted in the sequence specified under the Returnable Documents Schedule (section 2.2).

2.1 – List of Returnable Documents to be submitted with the tender

“Returnable documents” shall be submitted by the bidders.

1	Invitation to Bid (SBD 1)
2	Declaration of Interest (SBD 4)
3	Preference points claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)
4	Copy of Company Registration Documents. <ul style="list-style-type: none"> If a joint venture, consortium or other unincorporated grouping of two or more parties (“joint venture”), each company must submit its Company Registration Documents. Only South African registered entities will be considered.
5	Signed Detailed Financial Proposal The compulsory detailed financial proposal shall be submitted by the bidders in the format that have been specified in the returnable scheduled below. Failure to submit the financial returnable document will lead to disqualification.
6	Company Profile with list of previous projects
7	Client Reference Letters
8	Supporting Documents for claiming Specific Goals Points: <ul style="list-style-type: none"> *CIPC Document (Company Registration Document will be required for verification (CIPC DOC)) *Woman (Originally Certified ID Document) *Youth (Originally Certified ID Document) *People with Disability (Letter from the Dr. Confirming the Disability) *Black Ownership (Originally Certified ID Document)

2.1: Invitation to Bid (SDB 1)

YOU ARE HEREBY INVITED TO BID FOR: IMPLEMENTATION OF A CLOUD-BASED E-SUBMISSION SYSTEM (HOSTING, SUPPORT, MAINTANANCE AND LICENSES) FOR AN INITIAL PERIOD OF 24 MONTHS

The successful bidder will be required to fill in and sign a written Contract Form

BID DOCUMENTS MAY BE POSTED TO: N/A

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is open from 8:30 to 17:00, 5 days a week, Monday to Friday on normal working days

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

INVITATION TO BID (SBD 1)

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))					
BID NUMBER:	IDT-NAT-E-SUB-2023	CLOSING DATE:	26 May 2023	CLOSING TIME:	12:00 MIDDAY
DESCRIPTION	IMPLEMENTATION OF A CLOUD-BASED E-SUMISSION SYSTEM (HOSTING, SUPPORT, MAINTANANCE AND LICENSES) FOR AN INITIAL PERIOD OF 24 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
INDEPENDENT DEVELOPMENT TRUST					
GLENWOOD OFFICE PARK, BLOCK B					
CNR. OBERON & SPRITE STREET					
FAERIE GLEN 0043					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	esubmission@idt.org.za		E-MAIL ADDRESS	esubmission@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		C R	CENTRAL SUPPLIER DATABASE No:	MAAA
SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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 WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market

allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 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

³ 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.

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black	2	4
Total points for Price and SPECIFIC GOALS	100	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

- “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;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “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
- “the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		

People with Disabilities	2	4		
Black	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

1. IDT's Reservation of Rights

- i. IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to contract award.
- ii. Consequent to the evaluation of Bidder's proposals, IDT reserves the right, with the permission of the IDT Board or the relevant delegated authority, to enter into negotiations with one or more of the preferred Bidders (as determined by IDT following evaluation of the tender proposals) for the whole or part of the services.
- iii. In addition, IDT may utilise the information received from the Bidder's responses to this tender for the purposes of undertaking any future procurement for other projects. Such procurement may be undertaken through negotiation with one or more parties (which may include the successful Bidder and/or any one or more Bidders who submit a tender in response to this enquiry) or any other procurement strategy.
- iv. IDT reserves the right to cancel or withdraw this tender following the National Treasury regulations.
- v. IDT reserves the right to undertake site visit to current/previous clients that use/used their existing proposed e-Submission System. It is expected from the bidders to inform their user clients of potential site visit.

To be submitted for Costing Breakdown

NAME OF SYSTEM PROPOSED	
--------------------------------	--

Bidders are required to provide a detailed financial proposal as per table below based on the scope of work specified. Failure to submit the detailed financial proposal for the project will lead to disqualification.

ITEM DESCRIPTION	TIMELINES	COST
1. PROJECT INITIATION (KICK-OFF) – ONCE OFF		
2. PLANNING – ONCE OFF		
3. SOFTWARE LICENSING (300 users)		
3.1 e-Submission System for two years(300 users)		
3.2 Electronic Signature for two years (300 users)		
4. IMPLEMENTATION AND CONFIGURATION OF THE FOLLOWING BUT NOT LIMITED TO :		
4.1 Requirement's analysis and documentation		
4.2 Configuring of e-Submission modules to match processes and critical business rules		
4.3 Loading of organisational structure and users		
5. CUSTOMISATION		
5.1 Fit to Independent Development Trust (IDT) requirements		
5.2 Auto apply initials across pages for all users on access		
6. INTEGRATION		
6.1 Active Directory		
7. HOSTING AND INFRASTRUCTURE		
7.1 Hosting		
7.2 Hardware and Infrastructure		
8. TESTING TO PRODUCTION		
8.1 Solution testing and deployment		
8.2 User testing and acceptance		
9. SKILLS TRANSFER		
10. USER TRAINING		
11. Reporting		
11.1 Automated Reports		
12. SYSTEM MAINTENANCE AND SUPPORT		

ITEM DESCRIPTION	TIMELINES	COST
12.1 Year 1		
12.2 Year 2		
13. PROJECT MANGEMENT / CHANGE MANAGEMENT		
14. DISBURSEMENTS / EXCLUSIONS		
15. Sub Total excluding VAT		
16. VAT 15%		
17. Grand Total		

Signed

Date

.....

.....

Name

Bidder

.....

.....

Company Experience and Track Record

Bidders Experience in experience in e-submission System implementation (Projects in the past ten years)

NB: The bidder must submit a list of projects as per the above criteria.

PROJECT NAME	PROJECT DESCRIPTION	CLIENT NAME	COMPLETION DATE	PROJECT VALUE
A.				
B.				
C.				
D.				
E.				

Client Reference Letters:

NB: Reference Letters must be on the client's letter head with contact details, signed and dated.

The letter must indicate that the bidder has undertaken e-submission system implementation (Only completed projects)

Refer to the functionality criteria for scoring client reference letters

2. CONDITIONS

2.1 System Conditions

- 2.1.1 The e-Submission System must be CLOUD BASED so that IDT personnel can have access to the application anytime, anywhere.
- 2.1.2 It must be a COMMERCIALLY OFF-THE-SHELF (COTS) solution to be tailored to the IDT's requirements and functionality.
- 2.1.3 The system must have an electronic signature feature
- 2.1.4 e-Submission system should be configured to automatically add an initial(s) or a unique identifier to each page of a document. It must auto apply initials of users across pages in order to initial each page
- 2.1.5 The system must be fully integrated with the Active Directory.

2.2 Contract Conditions

- 2.2.1 The appointed Services Provider will enter into a Services Level Agreement (SLA) with the employer (IDT)
- 2.2.2 The terms of the contract that will be signed between the parties have been stipulated under **SECTION "Service Level Agreement"**
- 2.2.3 All contractual relationships must ensure that the programme / project data is owned by the IDT, unless ownership is transferred to the Client through the relevant legislative requirements applicable

3. ELECTRONIC SUBMISSION SYSTEM (E-SUBMISSION SYSTEM)

3.1 Project Overview

The Independent Development Trust (IDT) is a public entity in South Africa that works towards promoting socio-economic development in the country. The IDT has a large number of internal operations that involve a significant amount of paperwork and manual processes. These processes can be streamlined and made more efficient through the implementation of an e-Submission system for internal operations.

The e-Submission system will allow IDT employees to submit various forms, reports, and documents electronically, eliminating the need for physical copies of documents and reducing the time and cost associated with paper-based submissions.

The e-Submission system for internal operations will bring several benefits to the IDT, including increased efficiency, faster turnaround times, reduced costs, improved security, and streamlined workflows. The project will be monitored and evaluated regularly to ensure it meets the intended objectives and delivers the expected benefits.

Key deliverables of the e-Submission system are the Active Directory integration and the electronic signature. These features enable users to securely access and sign electronic documents, reducing the need for physical paperwork and streamlining the submission process. In addition, activities, stages and processes are linked to deliverables that is support either by a check list, a template or specific document to be electronically enable.

3.2 Objectives of the Project

The aim of implementing an e-Submission system at the Independent Development Trust for internal operations is to digitilise, modernise and streamline the submission process, making it more efficient, cost-effective, and secure.

The implementation of the project aims to provide:

1. Faster and more efficient submission process: With an e-submission system, employees can submit their reports, forms, and other paperwork electronically, which can significantly speed up the submission process. This can help IDT employees save time and allow them to focus on other tasks.
2. Improved accuracy: An e-submission system can reduce errors and inaccuracies in the submission process. The system can be designed to automatically validate submissions, which can help catch errors before they become a problem.

3. Better tracking and management: An e-submission system can help the IDT keep track of all submissions, making it easier to manage and prioritize tasks. This can help ensure that submissions are processed in a timely manner and that nothing falls through the cracks.
4. Increased security: An e-submission system can provide better security for sensitive information. By using secure servers and encryption, the system can protect against data breaches and unauthorized access to sensitive information.
5. Cost savings: An e-submission system can help the IDT save money by reducing the need for paper, printing, and postage. This can also help reduce the environmental impact of paper-based submissions.
6. Reporting: e-Submission system can provide valuable data on submission trends and user behaviour, which can be used to identify areas for improvement and optimize internal processes.

3.3 Scope of the Project

The project aims to acquire an e-Submission System that can be tailored to the IDT environment, eliminate inefficiencies, create a robust electronic "paper-trail" for audit scrutiny, and be user-friendly. The scope of the project is thus:

- 1) PROJECT INITIATION (KICK-OFF) – ONCE OFF
- 2) PLANNING – ONCE OFF
- 3) SOFTWARE LICENSING (300 users)
 - a. e-Submission System for two years (300 users)
 - b. Electronic Signature for two years (300 users)
- 4) IMPLEMENTATION AND CONFIGURATION OF THE FOLLOWING BUT NOT LIMITED TO:
 - i. Requirement's analysis and documentation
 - ii. Configuring of e-Submission modules to match processes and critical business rules

-
- iii. Loading of organisational structure and users

5) CUSTOMISATION

- a. Fit to Independent Development Trust (IDT) requirements
- b. Auto apply initials across pages for all users on access

6) INTEGRATION

- i. Active Directory

7) HOSTING AND INFRASTRUCTURE

- a. Hosting
- b. Hardware and Infrastructure

8) TESTING TO PRODUCTION

- i. Solution testing and deployment
- ii. User testing and acceptance

9) SKILLS TRANSFER

10) USER TRAINING

11) REPORTING

- a. Automated Reports

12) SYSTEM MAINTENANCE AND SUPPORT

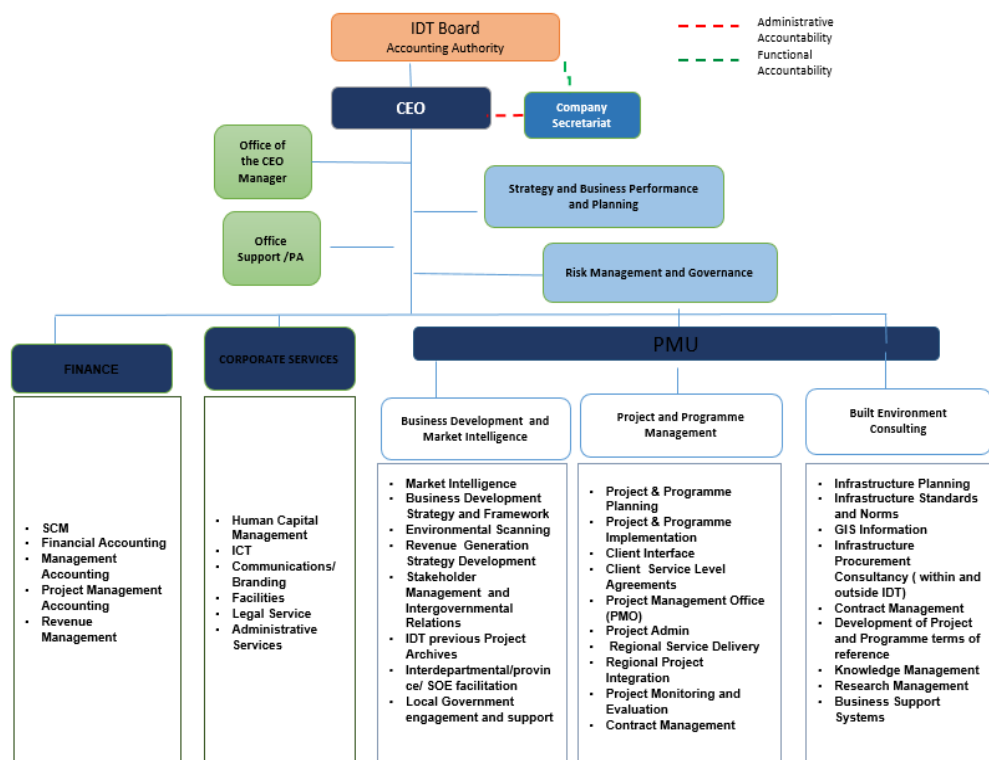
4. OVERVIEW OF IDT

4.1 Who is IDT?

The IDT is a Schedule 2 Major Public Entity in terms of the PFMA. Reports to Parliament through its Executive Authority, the Minister of Public Works and Infrastructure. Mandated to act as a state implementing agency focusing on social infrastructure programme and project management. Works with all spheres of government through client-specific service level agreements.

4.2 Organisational Structure

The high-level enterprise-wide governance structure of the IDT is represented by the organogram in Figure 4.1. The workflow of an e-submission system can be affected by the company structure in several ways, such as the approval process, communication channels, access levels, and training and support. It is important for companies to consider their unique structure when implementing and managing an e-submission system to ensure its effectiveness and efficiency.



The structure presented in Figure 1 reflects top management structure positions as at 31 March 2022

4.3 Governance Structure

The IDT enjoys a National footprint though out the country in its nine regions (Provinces). With one regional office in each of the nine provinces major cities. The e-Submission system will be used to:

- Support the IDT personnel in the execution of submission, approval , of internal documents
- Collect the information that is required to report and support management and stakeholder requirements.

4.4 e-Submission Stakeholders

Any group or individual affected by or having potential influence on the e-Submission system is a stakeholder and the following key internal stakeholder groups were identified for the e-Submission system:

INTERNAL	PMSU	PMSU
	FSU	Supply Chain Management
		Project Accounting
		Financial Management
	CSU	Legal Services
		Admin and Facilities
		ICT
		Human Resource
		Communications
		Records Management
	OFFICE OF THE CEO	Risk and Compliance
		Internal Audit
		Corporate Performance and Governance
		OCEO
	MANAGEMENT	Board / Board Committees / CEO



INDEPENDENT DEVELOPMENT TRUST

STANDARD CONDITIONS OF TENDER

1 General

Actions

1. The Independent Development Trust, Independent Development Trust's Representative and each bidder submitting a tender shall act as stated in these Conditions of Tender and in a manner, which is fair, equitable, transparent, competitive and cost-effective.

The Conditions of Tender and the Tender Data shall not form part of any contract arising from this invitation to tender.

Communication

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

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

3. The Independent Development Trust may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. The Independent Development Trust or Independent Development Trust's Representative will not accept or incur any liability to a bidder for such cancellation and rejection but will give reasons for the action. The Independent Development Trust reserves the right to accept the whole of any part of any tender.
4. After the cancellation of the tender process or the rejection of all tenders the Independent Development Trust may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

2 Bidder's obligations

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

- | | | |
|---|---|--|
| Eligibility | 1 | Submit a tender only if the bidder complies with the criteria stated in the Evaluation Criteria. |
| Cost of tendering | 2 | Accept that the Independent Development Trust will not compensate the bidder for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the tender documents on receipt, including pages within them, and notify the Independent Development Trust's Representative of any discrepancy or omissions. |
| Copyright of documents | 4 | Use and copy the documents provided by the Independent Development Trust only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the tender documents by reference. |
| Acknowledge receipt | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Invitation and return it within five days of receipt of the invitation. |
| | 7 | Acknowledge receipt of Addenda to the tender documents, which Independent Development Trust's Representative may issue, and if necessary, apply for an extension to the deadline for tender submission, in order to take the Addenda into account. |

-
- | | | |
|--|----|--|
| Site visit and / or clarification meeting | 8 | Attend a site visit and/or clarification meeting at which bidders may familiarise themselves with the proposed work, services or supply, location, etc. Details of the meeting are stated in the Tender Advert. |
| Seek clarification | 9 | Request clarification of the tender documents, if necessary, by notifying Independent Development Trust's Representative earlier than the closing time for clarification of queries. |
| Pricing the tender | 10 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful bidder. Such duties, taxes and levies are those applicable 14 days prior to the deadline for tender submission. |
| | 11 | Show Value Added Tax (VAT) payable by Independent Development Trust separately as an addition to the tendered total of the prices. |
| | 12 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract. |
| | 13 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Tender Data. The selected conditions of contract may provide for part payment in other currencies. |
| Alterations to documents | 14 | Cannot make any alterations or additions to the tender documents, except to comply with instructions issued by the Independent Development Trust's Representative or if necessary, to correct errors made by the bidder. All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 15 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the tender documents is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the tender documents with the alternative requirements the bidder proposes. |

-
- | | | |
|----------------------------|----|--|
| | 16 | Accept that an alternative tender may be based only on the criteria stated in the Tender Data and as acceptable to Independent Development Trust. |
| Submitting a tender | 17 | Submit a tender for providing the whole of the works, services or supply identified in the Terms of Reference unless stated otherwise as an additional condition. |
| | 19 | Submit the tender as an original plus and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink. |
| | 20 | Sign the original and all copies of the tender where indicated. Independent Development Trust will hold the signatory duly authorised and liable on behalf of the bidder. |
| | 21 | Accept that Independent Development Trust will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated. |
| | | <p>Note:</p> <p>Independent Development Trust prefers not to receive tenders by post and takes no responsibility for delays in the postal system or in transit within or between Independent Development Trust offices.</p> <p>Where tenders are sent per fax, Independent Development Trust takes no responsibility for difficulties in transmission caused by line or equipment faults.</p> <p>Where tenders are sent via courier, Independent Development Trust takes no responsibility for tenders delivered to any other site than the tender office.</p> <p>Independent Development Trust employees are not permitted to deposit a tender into the Independent Development Trust tender box on behalf of a bidder.</p> |
| Closing time | 22 | Ensure that Independent Development Trust has received the tender at the address and in the tender box or fax specified in the Tender Advert no later than the deadline for tender submission. Proof of posting will not be taken by Independent Development Trust as proof of delivery. Independent Development Trust will not accept a tender submitted telephonically, E-mail or by telegraph unless stated otherwise in the Tender Data. |

	23	Accept that, if Independent Development Trust extends the deadline for tender submission for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
Tender validity	24	Hold the tender(s) valid for acceptance by Independent Development Trust at any time within the validity period after the deadline for tender submission.
	25	Extend the validity period for a specified additional period if Independent Development Trust requests the bidder to extend it. A bidder agreeing to the request will not be required or permitted to modify a tender, except to the extent Independent Development Trust may allow for the effects of inflation over the additional period.
Clarification of tender after submission	26	Provide clarification of a tender in response to a request to do so from Independent Development Trust's Representative during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by Independent Development Trust's Representative to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the bidder as corrected by Independent Development Trust's Representative with the concurrence of the bidder, shall be binding upon the bidder
Submit bonds, policies etc.	27	If instructed by Independent Development Trust's Representative (before the formation of a contract), submit for Independent Development Trust's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful bidder in terms of the conditions of contract.
	28	Undertake to check the final draft of the contract provided by Independent Development Trust's Representative and sign the contract all within the time required by these Conditions of Tender. The Independent Development Trust to sign and issue the contract.
Fulfil BEE requirements	29	Comply with Independent Development Trust's requirements regarding B-BBEE, Youth-owned, Disabled-owned and Black Women-owned Suppliers.

3 Independent Development Trust's undertakings

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

- | | | |
|---------------------------------|---|---|
| Respond to clarification | 1 | Respond to a request for clarification received earlier than the closing time for clarification of queries. The response is notified to all bidders. |
| Issue Addenda | 2 | If necessary, issue to each bidder from time to time during the period from the date of the Invitation until the closing time for clarification of queries, Addenda that may amend, amplify, or add to the tender documents. If a bidder applies for an extension to the deadline for tender submission, in order to take Addenda into account in preparing a tender, Independent Development Trust may grant such an extension and Independent Development Trust's Representative shall notify the extension to all bidders. |
| Return late tenders | 3 | Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission. |
| Tender opening | 4 | Open the tenders in the presence of the bidders' representatives who choose to attend at the time and place stated in the Tender Data. Tenders for which an acceptable notice of withdrawal has been submitted will not be opened. |
| Non-disclosure | 5 | Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract. |
| Grounds for rejection | 6 | Consider rejecting a tender if there is any effort by a bidder to influence the processing of tenders or contract award. |
| Disqualification | 7 | Instantly disqualify a bidder (and his tender) if it is established that the bidder offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender. |
| Test for responsiveness | 8 | Determine before detailed evaluation, whether each tender properly received |

-
- meets the requirements of these Conditions of Tender,
 - has been properly signed, and
 - Is responsive to the requirements of the tender documents.
- 9 Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in Independent Development Trust's opinion would
- detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,
 - change Independent Development Trust's or the bidder's risks and responsibilities under the contract, or
 - affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified.
- Non-responsive tenders** 10 Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- Arithmetical errors** 11 Check responsive tenders for arithmetical errors, correcting them as follows:
- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
 - If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.
 - Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the Prices, if any, will be corrected.
- 12 Reject a tender if the bidder does not accept the corrected total of the Prices (if any).

Evaluating the tender	13	Evaluate responsive tenders in accordance with the procedure stated in the Evaluation Criteria. The evaluated tender price will be disclosed only to the relevant Independent Development Trust tender committee and will not be disclosed to bidders or any other person.
Clarification of a tender	14	Obtain from a bidder clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	15	Notify the Independent Development Trust's acceptance to the successful bidder before the expiry of the validity period or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between Independent Development Trust and the successful bidder.
Notice to unsuccessful bidders	16	After the successful bidder has acknowledged Independent Development Trust's notice of acceptance, unsuccessful bidders must consider their tenders unsuccessful if not contacted one month after date of tender closure.
Prepare contract documents	17	<p>Revise the contract documents issued by Independent Development Trust as part of the tender documents to take account of</p> <ul style="list-style-type: none"> • Addenda issued during the tender period, • inclusion of some of the tender returnable, and • Other revisions agreed between Independent Development Trust and the successful bidder, before the issue of the Independent Development Trust's notice of acceptance (of the tender).
Issue final contract	18	Issue the final contract documents to the successful bidder for acceptance within one week of the date of Independent Development Trust's notice of acceptance.
Sign Contract	19	Arrange for authorised signatories of both parties to complete and sign the original contract. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
Provide copies of the contracts	20	Provide to the successful bidder one copy of the contract on the date of Independent Development Trust's acceptance of the tender.