



TERMS OF REFERENCE
IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL
OF CONTRACTORS

BID NO. IDTGP-CDP-2025

TENDER CLOSING DATE: 09 APRIL 2025 TIME 12H00

INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT GAUTENG REGION FOR 3GB TO 6GB FOR A PERIOD OF THREE YEARS

Name of Bidder:.....

CSD Number:

CRS Number:.....CIDB Grade:.....

ISSUED BY:

THE INDEPENDENT DEVELOPMENT TRUST

**Glenwood Office Park,
cnr. Oberon & Sprite Streets,
Faerie Glen**

Pretoria

0043

Website: www.idt.org.za



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PART 1: BIDDING PROCEDURE

1.1 BRIEFING SESSION:

Compulsory briefing session will be held on 19 March 2025 @ 11H00am at the Gauteng Regional Office
Glenwood Office Park,
cnr. Oberon & Sprite Streets,
Faerie Glen
Pretoria
0043

Keineetse Zwane (CDP Coordinator): GPIInfraTenders@idt.org.za

All bids must be submitted to the IDT Gauteng Offices at the following physical address:

**Glenwood Office Park,
cnr. Oberon & Sprite Streets,
Faerie Glen
Pretoria
0043**

Bids that are Submitted in any other place other than the above mentioned will not be considered.

GENERAL

BID INFORMATION

Type: Open Tender/Bids

Bid Documents will be Available from: 10 March 2025

Bid Closing: 09 April 2025 at 12h00

The Bid Advert and Documents will be available and to be downloaded on:

- National Treasury e-Tender portal and CIDB website
- IDT Website

Validity Period: 90 days

Contract period: Three Years



Bidders queries will be attended to only up to 7 Calendar days before closing date.

Unsuccessful Bidders will not be notified. If you do not receive any response from IDT regarding this bid after 4 months from closing date, please consider your bid unsuccessful.



1.2 DESCRIPTION OF PROGRAMME

The Independent Development Trust (IDT), listed in terms of the Public Finance Management Act (PFMA) as a Schedule 2 entity, that is mandated to provide social infrastructure delivery management services as a contribution to the national development agenda. The entity delivers social infrastructure through a participatory approach leaning towards people-centeredness and incorporates the empowerment of historically vulnerable groups' in its development efforts and performance indicators.

The IDT is implementing a **Contractor Development Programme (CDP)** in partnership with the **CIDB** and the **Department of Public Works and Infrastructure** in order to build and enhance the capacity of the construction industry. **The programme entails recruiting emerging contractors amongst the previously disadvantaged South Africans, facilitating theoretical training and extensive practical infrastructure development mentorship process.** The aim is to **support lower graded contractors to enable them to exit the program on the basis of achieving the necessary competences, experience, track record and financial capital in order to be upgraded in the construction industry.**

Bid Evaluation Process

The bid evaluation process shall be carried out in two (2) phases, namely:

1. **Phase 1:** Screening of Mandatory and Administrative Compliance.
2. **Phase 2:** Functionality: Evaluation Process.



1.3 PHASE 1: MANDATORY & ADMINISTRATIVE REQUIREMENTS:

1.3.1 Mandatory documents to be submitted

- a. Submission of fully completed and signed Bidder's Invitation to Bid (SBD 1)
- b. Submission of fully completed and signed Bidder's Disclosure (SBD 4).
- c. A completed affidavit (template provided) for the two nominated members of the entity who undertake full commitment to the IDT CDP programme.
- d. Proof of valid CIDB registration Grade 3GB to 6GB
- e. Valid COIDA / FEM certificate or a letter from the department of labour (COIDA) if the bidders fail to get the COIDA/FEM certificate

NB: Bidders who fail to comply with any of the compulsory documents will be disqualified.

- **The CDP will not allow Joint Venture/ Consortium to bid for this programme.**
- **The IDT reserves the right to verify the validity of the submitted documents**

1.3.2 Non-Compulsory Documents

- a. Full CSD Report. Bidders should register with CSD prior to closing date of the Bid.
- **NB: The bidders should be register with CSD prior to the closing date of the bid.**
 - **Only bidders that are tax compliant will be awarded the bid.**

1.4 FUNCTIONALITY

Stage two (2) entails the process of evaluation of functionality/technical requirements.

Only bidders who meet the threshold of 60 Points in will be eligible to being in the panel.

EVALUATION CRITERIA:

VARIABLES	DESCRIPTION OF CRITERIA	CRITERIA	POINTS	TOTAL POINTS
FUNCTIONALITY POINTS				100
Relevant Qualifications for the nominated employee of the company	Points allocated for possession of relevant documents i.e, CV(company employee), Originally Certified Copies of Qualifications and Identity document(Not older than 6 months). NB. Failure to submit all of the above-mentioned documents will result in non-allocation of points.	Degree in built environment	40	40
		National Diploma in built environment	30	
		National certification in built environment	10	
Proof of Building Construction experience (track record)	Points will be allocated for submission of appointment letter/Purchase Order indicating (Project Description and Project value) and Completion letter/Certificate: NB.Failure to submit all of the above-mentioned documents will result in non-allocation of points.	CLUSTER B (3 - 4GB)		40
		3 Completed Projects	40	
		2 Completed Projects	20	
		1 Completed Projects	10	
		0 Completed Projects	0	
		CLUSTER B (5GB)		
		4 Completed Projects	40	
		3 Completed Projects	30	
		2 Completed Projects	20	
		1 Completed Projects	10	
		CLUSTER C (6GB)		
		5 Completed Projects	40	
		4 Completed Projects	30	
		3 Completed Projects	20	

VARIABLES	DESCRIPTION OF CRITERIA	CRITERIA	POINTS	TOTAL POINTS
		2 Completed Projects	10	
		0 Completed Projects	0	
Locality within Gauteng Province	Attachment of any copy of the following documents: (1) Title deed, letter from a traditional authority or municipal statement which should not be older than 3(three) months or (2) A formal lease agreement together with lessor's municipal account or letter from the traditional authority NB.Failure to submit all of the above-mentioned documents will result in non-allocation of points.	Locality in the Gauteng Province	20	20
	NB: The physical address given in the SBD 1 will be used and should be consistent or the same as the preferred address in the Central Supplier Database report.	No submission	0	
TOTAL			100	
Threshold			60	

Panel Allocation

The allocation will be based on points scored for functionality in ascending order

Project allocation

The successful bidders will be invited for value competitive bidding (price and preference points) for all infrastructure procurement operations over the three-year period on "as and when" basis.

Maximum Bidders per cluster	
Cluster A	30
Cluster B	20
Cluster C	10



1.5 TERMS AND CONDITIONS

This Invitation to bid has been compiled by the IDT. It is being made available, on the same basis, to all bidders. Bidders response to this invitation will be deemed to be on the basis that they acknowledge and accept the terms set out below:

- The Bidder's attention is specifically drawn to the fact that appointment to the CDP panel will not necessarily result in the bidder being awarded work from the IDT.
- IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
- The IDT reserves the right to amend, modify or withdraw this Invitation to bid or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid documents in response to the Invitation to bid.
- Any material change in the control and/or composition of any ownership or any core member of a company after submission of a bid document, shall require the prior written approval of the IDT, and any failure to seek such approval from the IDT shall result in the IDT being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bidding process. The IDT shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any bidder, and as to what constitutes a "core member of a bidder for purposes of such approval. Any request for such approval shall be made to the IDT in writing and shall provide sufficient reasons and information to allow the IDT to make a decision. The IDT reserves the right to accept or reject any such request for approval in its sole discretion
- Any requirement set out in this bid document that stipulates the form and/or content of any aspect of a bid, is stipulated for the sole benefit of the IDT, and save as expressly stated to the contrary, may be waived by the IDT in its sole discretion at any stage in the bidding process.
- The IDT and its advisors may rely on this process as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.



- All bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the bidders. Proprietary information should be identified as such in each proposal.
- If the IDT amends this terms of reference, the amendment will be sent to each bidders in writing. No oral amendments by any person will be considered or acknowledged.
- This document is released solely for this purpose and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this document is strictly prohibited.
- Successful Bidders will be subjected to Tax Verification before appointment into the CDP panel and allocation of projects.



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST)					
BID NUMBER:	IDTGP-CDP-2025	CLOSING DATE:	09 April 2025	CLOSING TIME:	12H00
DESCRIPTION	INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT GAUTENG REGION FOR GAUTENG REGION 3GB TO 6GB FOR A PERIOD OF THREE YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Glenwood Office Park, cnr. Oberon & Sprite Streets, Faerie Glen, Pretoria 0043					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Keineetse Zwane		CONTACT PERSON	Linnet Barnes	
			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	GPInfraTenders@idt.org.za		E-MAIL ADDRESS	GPInfraTenders@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>					



IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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**

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.



2.3.1 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 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, and 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, before 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 about this procurement process before 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, suspicious bids 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



AUTHORITY TO SIGN A BID

COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....,

Mr/Mrs/Ms..... (whose

signature appears below) has been duly authorised to sign all documents in connection with this bid on

behalf of (Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME) SIGNATURE OF SIGNATORY: DATE:
.....

WITNESSES: 1..... 2.....



SOLE PROPRIETOR (ONE - PERSON BUSINESS)

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

SIGNATURE..... DATE.....



CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf. By resolution of members at a meeting on 20..... at

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT NAME) IN HIS/HER CAPACITY ASDATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1..... 2.....



CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid

documents on their behalf. By resolution of members at a meeting on 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below,
has

been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:



A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME

NOMINATION FORM 1

I Mr/Ms the Director of the company, Nominate Mr/Msto serve and represent our company in the IDT Contractor Development Programme for the period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required qualifications as specified in the tender document.

I Mr/Ms ID No: accept/reject (delete that which does not apply) the nomination to serve and represent the company in the CDP programme for a period of three (3) years.

Name

Signature Date.....

Company Director



A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME

NOMINATION FORM 2

I Mr/Ms the Director of the company, Nominate Mr/Msto serve and represent our company in the IDT Contractor Development Programme for the period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required qualifications as specified in the tender document.

I Mr/Ms ID No: accept/reject (delete that which does not apply) the nomination to serve and represent the company in the CDP programme for a period of three (3) years.

Name

Signature Date.....

Company Director



E. PROOF OF VALID CIDB REGISTRATION



F. VALID COIDA CERTIFICATE



G. CENTRAL SUPPLIER DATABASE NUMBER



**H. PROOF OF RESIDENCE (MUNICIPAL BILL OR LEASE AGREEMENT
ACCOMPANIED BY LAND LORD'S BILL AND PROOF OF PAYMENT
NOT OLDER THAN 3 MONTHS)**



I. NOMINEES CV AND ORIGINALLY CERTIFIED CPPIES OF QUALIFICATIONS AND ID



**J. APPOINTMENT LETTER/PURCHASE ORDER INDICATING
(PROJECT DESCRIPTION AND PROJECT VALUE) AND
COMPLETION LETTER/CERTIFICATE**



**K. ORIGINALLY CERTIFIED COPIES OF DIRECTORS
QUALIFICATIONS AND ID**



L. SARS PIN LETTER



M. COMPANY PROFILE



N. REFERENCES LETTER/S



O. COMPANY FINANCIALS



P. FOR MILITARY VETERANS MUST HAVE A CERTIFICATE OR LETTER WITH FORCE NUMBER FROM THE DEPARTMENT OF MILITARY VETERANS; AND



Q. FOR PERSONS WITH DISABILITY MUST SUBMIT AN AUTHENTIC ORIGINALLY SIGNED AND STAMPED LETTER FROM PROFESSIONALLY REGISTERED MEDICAL DOCTOR INDICATING PRACTICE NUMBER.