



## EXPRESSION OF INTEREST

EOI NO. E/01/24/25

EXPRESSION OF INTEREST TO SOLICIT PRIVATE INSTITUTIONS TO PARTNER WITH THE ECPTA IN CO-MANAGING THE BAVIAANSKLOOF INTERPRETIVE CENTRE FOR A PERIOD OF 10 YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF FIVE (5) YEARS.

ADVERTISEMENT DATE:	
CLOSING DATE:	02 July 2024
ADDRESS:	ECPTA Offices 17-25 Oxford Street, East London
BIDDER NAME:	
CSD NUMBER:	

<b>URGENT FRAUD ALERT</b> CRIMINAL CALLS TARGETING BIDDERS NO PAY-OFFS TO SUBMIT OR SECURE TENDERS STAY VIGILANT - REPORT FRAUD <small>*ECPTA will not ask any bidder for any monies</small>		<b>REPORT</b> Whistle Blowers PRIVATE & CONFIDENTIAL <b>0800 611 085</b> ecpta@whistleblowing.co.za www.whistleblowing.co.za
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# REQUEST FOR EXPRESSION OF INTEREST

EOI NO. E/01/24/25

## EXPRESSION OF INTEREST TO SOLICIT PRIVATE INSTITUTIONS TO PARTNER WITH THE ECPTA IN CO-MANAGING THE BAVIAANSKLOOF INTERPRETIVE CENTRE FOR A PERIOD OF 10 YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF FIVE (5) YEARS.

The **ECPTA** invites interested partners to indicate their interest in partnering with the ECPTA in co-managing the Baviaanskloof Interpretive Centre. Interested partners must provide information demonstrating that they have the required knowledge and experience in delivering community-based development projects with a strong focus on offering services for public benefit.

Bid documents outlining terms of reference will be made available from Friday the **7<sup>th</sup> of June 2024** **“FREE OF CHARGE”**. Documents can be downloaded from the ECPTA website: [www.visiteasterncape.co.za/corporate/procurement/mini-bids](http://www.visiteasterncape.co.za/corporate/procurement/mini-bids)

Sealed Quotations endorsed on the envelope with the Tenderer's name and the Quotation Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of **11h00** on the closing date i.e. **02<sup>nd</sup> of July 2024**.

Enquiries regarding issue of bid documents may be directed by e-mail to Ms. Unathi Zinganto at [Unathi.Zinganto@ecpta.co.za](mailto:Unathi.Zinganto@ecpta.co.za) Technical enquiries may be directed to Mr. Bulelani Silangwe at [Bulelani.Silangwe@ecpta.co.za](mailto:Bulelani.Silangwe@ecpta.co.za)

**ECPTA has a zero tolerance on any acts of fraud and corruption. Please report any suspected acts of fraud and corruption to any of the contact details listed below:** Hotline Number: Toll free number -0800 611 085; SMS: 33490 Email: [ecpta@whistleblowing.co.za](mailto:ecpta@whistleblowing.co.za); Tip-offs Website: [www.whistleblowing.co.za](http://www.whistleblowing.co.za)



## EVALUATION CRITERIA

Bidders must comply with the set of compliance requirements listed below and **MUST** submit evidence to be considered for evaluation. Failure to submit evidence may lead to immediate rejection of the bid.

### **Stage 1: Compliance with bid requirements**

Bidders must comply with the set of compliance requirements listed below. The compliance requirements stated below are project specific and disparate from the pre-qualification requirements enshrined in the Preferential Procurement Policy Regulations of 2022.

- Proposal
- Company experience
- Company Profile
- Team Capability



MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
EOI Notice	
Invitation to Bid (SBD 1)	
Terms of Reference	
General Conditions of Bid	
Proposal	
Company Profile	
Company Experience	
Team Capacity	
Bidders Disclosure (SBD 4)	
Central Supplier Database report	
Authority of Signatory	
Joint Venture Form (If applicable)	



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE PARKS &amp; TOURISM AGENCY</b>					
BID NUMBER:	E/01/24/25	CLOSING DATE:	02 July 2024	CLOSING TIME:	11H00 AM
DESCRIPTION	EXPRESSION OF INTEREST TO SOLICIT PRIVATE INSTITUTIONS TO PARTNER WITH THE ECPTA IN CO-MANAGING THE BAVIAANSKLOOF INTERPRETIVE CENTRE FOR A PERIOD OF 10 YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF FIVE (5) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>					
17-25 Oxford Street, Crn. Oxford and Fleet Street					
East London					
5201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. Unathi Zinganto		CONTACT PERSON	Mr. Bulelani Silangwe	
TELEPHONE NUMBER	043 492 0871		TELEPHONE NUMBER	043 492 0868	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	Unathi.Zinganto@ecpta.co.za		E-MAIL ADDRESS	Bulelani.Silangwe@ecpta.co.za	
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE <b>YOU</b> 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 <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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
<b>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.</b>	





## 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](http://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 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.**

NAME OF BIDDER:.....

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE: .....



## TERMS OF REFERENCE

### 1. BACKGROUND

Eastern Cape Parks and Tourism Agency (ECPTA) is responsible for developing and implementing revenue-enhancing activities inside its nature reserves by utilising the rich natural, cultural & heritage resources in and around the reserves. The Baviaanskloof World Heritage Site (WHS) boasts a state-of-the-art Interpretive Centre, developed to interpret the dense biodiversity, paleontological, archaeological and geological evidence of the heritage site. The Interpretive Centre as a Visitor Information Centre (VIC), among other facilities also has a restaurant, conference room, curio shop facilities. The ECPTA will operate the Centre as a Visitor Information Centre (VIC) and wishes to enter into a strategic partnership with an interested organisation/s to co-manage the facilities in a sustainable manner.

### 2. PROFILE OF THE BAVIAANSKLOOF WHS INTERPRETATIVE CENTRE & LOCATION



Baviaanskloof is part of the Cape Floral Kingdom World Heritage Site, internationally known as one of the World's 34 biodiversity hotspots and listed as a UNESCO World Heritage Site.

The interpretive centre is situated in the western section of the Baviaanskloof (33°31'16.74" S; 23°39'37.66" E), and accessible via Willowmore. A key linkage for the western WHS Interpretive Centre will be to draw travellers from the coastal N2, either to the N9 at George or through the mountain passes above Knysna and Plettenberg Bay to Uniondale and then to the Interpretive Centre, and thereafter onto Cape Route 62 through the Lang Kloof.





## **2.1. The Facilities at the Centre**

The interpretive centre covers approximately 1 036m<sup>2</sup> of floor area. The entire project site covers 9 388m<sup>2</sup> with external works taking coverage of about 8 352m<sup>2</sup>. The facility offers the following: Conference room, administration office, gallery & waiting area, storage, kitchen, ablution facilities, timber decks & covered terrace, service yard, and parking.

## **2.2. Neighbouring attractions**

The following attractions can be found around the Baviaanskloof WHS. Dome

- Kouga Dam
- Sarah Baartman's gravesite - Hankey
- Fig Tree Forest at Baviaanskloof
- Padlang's
- Grootrivierpoort
- Vero's Craft Shop
- Willowmore
- Makkedaat Caves
- Largest sundial in Africa / 2nd largest in Southern Hemisphere – Hankey

## **3. SCOPE OF WORK & OPERATING MODEL**

ECPTA is interested in establishing a deep strategic partnership with a private business/Community-based Organisation/Social Enterprise/Non-profit Organisation/s to provide value added services for public benefit. Such services must complement ECPTA's use of the Centre as a VIC aspect and help provide meaningful benefits for the broader community of the Baviaanskloof.

The Agency is therefore seeking partner/s who are willing to offer their expertise/ programmes for the public benefit while contributing to the self-sustainability of the Centre.

### **3.1. Terms of partnership**

The Operator/s will be offered a 10-year performance-based partnership agreement in the form of Memorandum of Agreement (MoA), with the option to renew for a further period of 5 years, commencing upon appointment (or on the date to be agreed between the Operator/s and the ECPTA). The partnership agreement will be reviewed after five (5) years after the date of commencement, by mutual agreement. The Operator/s will also be subject to an annual review commencing 12-months from the date of commencement to ensure that the service complies with the standards required.



### 3.2 Timelines

Timelines are of particular importance to the agency due to the urgency in operationalisation of the Centre. The following timelines must be adhered to by the successful partner/s Contracting must be analysed and concluded within three months from date of appointment.

### 3.3 Contractual Terms

- The partner/s will be expected to apply green/sustainable development principles in the management of the facility and abide by the relevant heritage and environmental conditions of the site.
- The Partner/s must accept and co-operate with ECPTA Asset Management systems including updating of the ECPTA Asset Register as and when required.
- The partner/s will contribute to operational costs (shared costs with ECPTA) for the right to use space. Specifics will be negotiated with the successful organisation.
- The ECPTA will be entitled to terminate the contract if the partner/s that commits a material breach of the terms of the MoA. Default and failure to deliver on the Agreement will include, if the partner organisation:
  - Fails to comply with terms of the agreement and its annexures and/ or
  - Fails in the opinion of ECPTA to carry out the work with reasonable diligence; and /or
  - Refuses to comply with an instruction issued by ECPTA.
- The partner/s organisation will have the right to terminate the contract if the ECPTA commits a material breach of its obligations.
- The partner/s organisation shall employ at least 75% of his staff compliment from neighbouring community.
- Interested potential partners may associate with other private business/Community-based Organisation/Social Enterprise/Non-profit Organisation/s to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.



## 4. EVALUATION CRITERIA

Bidders must comply with the set of compliance requirements listed below and **MUST** submit evidence to be considered for evaluation. Failure to submit evidence may lead to immediate rejection of the bid.

### 4.1. Proposal

Interested partner/s, and organisations are requested to submit proposals with a clear concept on the value the private partner will bring, bearing in mind that ECPTA will be operating the Visitor Information Centre aspect. The proposal should provide details about the organisation, its historical background (how long the organisation has been in existence, information on the founders, purpose of setting up the organisation (vision, mission, and values), how organisation was formed and by whom). Table 1 and 2 below are provided as guidelines on the information required.

**Table 1: Details of the organisation/institution**

Proposal Content
Name of organization
Type of registration (NGO/NPC, CBO, Social Enterprise, PTY LTD etc)
Company registration details (registration number, date of registration). :
Official address of the organisation (Physical Address, websites, E-mail & Telephone Contact)
Number of staff (Female, male & youth)
Name, position, E-mail & cell phone number of primary contact
Name, position, E-mail, and cell phone number secondary contact of the organisation

***Please attach the organisation registration certificate.***

**Table 2: Thematic Goals, Objectives and Interventions**

Organisation thematic areas & envisaged impact	Strategic Objectives	Key programme interventions	Target populations/beneficiaries

***Please attach a Strategic plan***

### 4.2. Company experience

The company must demonstrate at least two (2) years' experience in delivering community-based development projects with a strong focus on offering services for public benefit. Proof of experience



must be submitted in ANY of the following documents and must include the period of assignment, type of services offered and be on a client's letterhead:

- Appointment letters
- Reference letters
- Copies of contracts or SLA.
- Award certificates for successfully delivered community-based projects.
- Memorandum of Agreements
- Reference forms attached to the bid document.

#### **4.3. Company Profile**

The bidder must submit a company profile in addition to the above listed proof of company experience.

#### **4.4. Team Capability**

Bidders must submit detailed CV's and qualifications of the Director of the company with relevant experience in providing community-based programmes, eco-tourism/nature-based based activities/packages and similar projects.

#### **THE FOLLOWING BID CONDITIONS WILL BE APPLICABLE:**

- The Eastern Cape Parks & Tourism Agency Supply Chain Management Policy will apply.
- Bidders must be registered with the National Treasury Central Supplier Database (CSD) and provide a copy of a full CSD report for the month of submission.
- Eastern Cape Parks & Tourism Agency does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 150 days.
- A Memorandum of Agreement shall be entered into with the successful service provider/s.
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.
- Bidders may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to ECPTA. This provides an opportunity for the Bidder to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation.



## GENERAL CONDITIONS OF THE BID

### 1. Interpretation

The word “Bidder” in these conditions shall mean and include any firm or any company or body incorporated or unincorporated. The word “ECPTA” in these conditions shall mean the Eastern Cape Parks & Tourism Agency.

### 2. Extent of the bid

This contract is for the provision of the services as detailed in the attached Specification (page 7-9)

### 3. Contract to be binding.

The formal acceptance of the Purchase Order by the ECPTA will constitute a contract binding on both parties and a Service Level Agreement will be signed by both parties.

### 4. Mode of the Bid

All Bids shall be completed and signed: All forms, annexure, addendums, and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any Bid will not necessarily be accepted.*** The ECPTA wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

### 5. Quality

Should the specifications and / or descriptions not address any aspects of quality as specified, clarity should be provided to the ECPTA prior to the submission of a quotation.

### 6. Insurance Claims, etc.

The ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract. The company shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify ECPTA against all risks or claims which may arise. It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to ECPTA for scrutiny.





## **7. Signing of Documents**

Bidders are required to return the complete set of documents duly signed.

## **6. Period of Validity for Bids and withdrawal of Bid after Closing Date**

All bids are to be held valid and binding for 150 days from the closing date of submissions (calculated from, but not including, the due date).

## **7. Penalty Provision**

Should the successful Bidder:

- a. Withdraw the Bid during the afore-mentioned period of validity; or
- b. Advise the ECPTA of his / her / their inability to fulfil the contract; or
- c. Fail or refuse to fulfil the contract; or
- d. Fail or refuse to sign the agreement or provide any surety if required to do so.

Then, the Bidder will be held responsible for and is obligated to pay to the ECPTA:

- e. All expenses incurred by ECPTA to advertise for or invite and deliberate upon new Bids, should this be necessary.
- f. The difference between the original accepted Bid price and:
- g. A less favourable (for the ECPTA) Bid price accepted as an alternative by the ECPTA from the Bids originally submitted; or (ii) A new Bid price.

## **8. Value Added Tax**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total. VAT must be included in the Bid price but must be shown separately.

## **9. Price Escalation**

No price escalation

## **10. Authority to Sign Bid Documents**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the ECPTA at the time of submission of the Bid that the Bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

## **11. Samples**

Not Applicable



## 12. Duration of the Contract

The duration for this contract/ agreement is 10 years from the contract signing date with an option to renew for a further period of 5 years.

## 13. Implementation Periods

The successful partner/s will liaise with Mr. Bulelani Silangwe, Commercialisation Manager at [Bulelani.Silangwe@ecpta.co.za](mailto:Bulelani.Silangwe@ecpta.co.za)

## 14. Closing Date / Submitting of Quotations

Bids must be submitted in sealed envelopes clearly marked “**EXPRESSION OF INTEREST TO SOLICIT PRIVATE INSTITUTIONS TO PARTNER WITH THE ECPTA IN CO-MANAGING THE BAVIAANSKLOOF INTERPRETIVE CENTRE FOR A PERIOD OF 10 YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF FIVE (5) YEARS. E/01/24/25**” Quotations must be deposited in the Bid Box, 17-25 Oxford Street (Cnr of Fleet & Oxford Street), East London, by no later than 11:00 am on the 02<sup>nd</sup> of July 2024. *Bids which are not submitted in a properly sealed and marked envelope and/or deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed Bids will not be considered.*

## 15. Bid Enquiries

Enquiries should be directed to the Supply Chain Management Unit. The following official can be contacted: Ms. Unathi Zinganto\_at 043 492 0871 during normal office hours viz. 08:00 – 16:00 Mondays to Fridays-email: [Unathi.Zinganto@ecpta.co.za](mailto:Unathi.Zinganto@ecpta.co.za)

## 16. Insurance and Indemnity

ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

## 17. Control of The Contract

For the purposes of this contract ECPTA has appointed the Bid Committee for the adjudication, award, and management of the bid.

## 18. Agreement

The successful bidder undertakes to be bound by all terms and conditions contained in this bid document. The successful bidder will be awarded a Purchase Order which serves as the binding contract with ECPTA.



## PROPOSAL

Interested partner/s, and organisations are requested to submit proposals with a clear concept on the value the private partner will bring, bearing in mind that ECPTA will be operating the Visitor Information Centre aspect.

## ATTACH PROPOSAL



## COMPANY EXPERIENCE

The company must demonstrate at least two (2) years' experience in delivering community-based development projects with a strong focus on offering services for public benefit.

## ATTACH COMPANY EXPERIENCE



### REFERENCE FOR THE BIDDER

<b>Name of Institution (Client)</b>	
<b>Contract/Tender Number</b>	
<b>Contract Description</b>	
<b>Name of Service Provider (Bidder)</b>	
<b>Value of project</b>	
<b>Commencement Date</b>	
<b>Contractual Completion Date</b>	
<b>Bidder's Completion Date</b>	

**1.1 Please score the performance of the above-mentioned company by marking the relevant box**

Performance Rating			Comments
Work performed in compliance with contract terms.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Financial Status of the bidder in relation to the work to be performed.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Timelines of work are met.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Customer services.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	





Quality of Service.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Communication and accessibility.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Documentation records, receipts, invoices and computer-generated reports received in a timely manner and in compliance with contract specification	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Would you recommend using this service provider in future?	Yes	No	If no, provide reasons:

### OVERALL PERFORMANCE

Excellent		Good		Fair		Poor		Very Poor	
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Name of Authorized Person \_\_\_\_\_

Designation\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Official Stamp**

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### REFERENCE FOR THE BIDDER

<b>Name of Institution (Client)</b>	
<b>Contract/Tender Number</b>	
<b>Contract Description</b>	
<b>Name of Service Provider (Bidder)</b>	
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<b>Contractual Completion Date</b>	
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	Poor	2	
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	Poor	2	
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	Fair	3	
	Poor	2	
	Very Poor	1	
Quality of Service.	Excellent	5	
	Good	4	



	Fair	3	
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Would you recommend using this service provider in future?	Yes	No	If no, provide reasons:

### OVERALL PERFORMANCE

Excellent		Good		Fair		Poor		Very Poor	
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Name of Authorized Person \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Official Stamp**

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## COMPANY PROFILE

Interested firms must submit a company profile describing the organisation, its primary business activity, work done/experience (particularly in developing commercialisation strategies, business development strategies/ plans and its clientele). The firms must demonstrate that:

- I.Their core business area shall be relevant to the assignment.
- II.Must have strong technical, managerial, and financial status and must have a track record in the consulting industry.

## ATTACH COMPANY PROFILE



## TEAM CAPACITY

**NB: BIDDERS MUST SUBMIT CV's & COPIES OF QUALIFICATIONS/CERTIFICATION OF KEY PERSONNEL**

This form should be completed for each key person listed in the table (v): **TEAM CAPABILITY**

Responsibility or role on the project (as tabled on <b>TEAM CAPABILITY</b> )	
Name:	Date of birth:
Profession:	Nationality:
Qualifications:	
Professional membership:	
Name of employer (firm):	
Current position:	No of Years of exp:
Employment record: (List of chronological order starting with earliest work experience)	
Experience record pertinent to required service:	
<p>Certification:</p> <p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience and that I will be available to execute the work for which I have been nominated.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p>(Signature of Person named in schedule)</p> </div> <div style="width: 35%;"> <p>_____</p> <p>Date</p> </div> </div>	

Attach additional pages if more space is required.





## 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 interest 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.

2.2

Full Name	Identity Number	Name of State institution



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 consortium<sup>1</sup> 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.

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<sup>1</sup> 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.  
EOI Bid Document | EOI E/01/23/24



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



## CENTRALISED SUPPLIER DATABASE (CSD) REPORT

It is a condition of bid that all Service Providers be registered on the Centralised Supplier Database (CSD). Bidders who are not yet registered can register on [www.csd.gov.za](http://www.csd.gov.za).

- I. In order to meet this requirement bidders are required to complete the Registration Process which can be done online at the above-mentioned website. Upon completion of registration Bidders will receive a Supplier number which must be provided on the front cover of the document
- II. BIDDERS are required to submit their full CSD report for the month of June 2024

**ATTACH CSD REPORT HERE**



## **AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to ECPTA at the time of submission of the bid that the bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

## **ATTACH RESOLUTION OF SIGNATORY**





## JOINT VENTURE DISCLOSURE FORM

### **GENERAL**

- I) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
  - a) the contributions of capital and equipment
  - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
  - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

### **1. JOINT VENTURE PARTICULARS**

- a) Name.....
- b) Postal address .....  
.....
- c) Physical address .....  
.....
- d) Telephone.....
- e) Fax .....

### **2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER**



**2.1(a)** Name of Firm .....  
Postal Address.....  
Physical Address.....  
Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**2.2(a)** Name of Firm .....  
Postal Address.....  
Physical Address.....  
Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

*(Continue as required for further non-Affirmable Joint Venture Partners)*

**IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER**

**3.1(a)** Name of Firm .....  
Postal Address.....  
Physical Address.....  
Telephone.....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.2(a)** Name of Firm .....  
Postal Address.....  
Physical Address.....  
Telephone.....



Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.3(a)** Name of Firm .....

Postal Address.....

Physical Address.....

Telephone .....

Fax .....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**1. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

.....

.....

.....

**5. OWNERSHIP OF THE JOINT VENTURE**

a) Affirmable Joint Venture Partner ownership percentage(s) .....%

b) Non-Affirmable Joint Venture Partner ownership percentage(s) .....%

c) Affirmable Joint Venture Partner percentages in respect of: \*

(i) .....

Profit and loss sharing .....

(ii) .....

Initial capital contribution in Rands .....

.....

.....

(\*Brief descriptions and further particulars should be provided to clarify percentages).



(iii) .....

Anticipated on-going capital contributions in Rands .....

.....

.....

(iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

.....

.....

**5. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES**

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

**7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE**

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g., co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....



.....  
.....

(b) Authority to enter into contracts on behalf of the Joint Venture

.....  
.....  
.....

(c) Signing, co-signing and/or collateralising of loans

.....  
.....  
.....

(d) Acquisition of lines of credit

.....  
.....  
.....

(e) Acquisition of performance bonds

.....  
.....  
.....

(f) Negotiating and signing labour agreements

.....  
.....  
.....

8. **MANAGEMENT OF CONTRACT PERFORMANCE**

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations.....

(b) Major purchasing.....



- (c) Estimating .....
- (d) Technical management .....

9. **MANAGEMENT AND CONTROL OF JOINT VENTURE**

- (a) Identify the “managing partner”, if any,
 

.....  
 .....  
 .....  
 .....
  
- (b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?
 

.....  
 .....  
 .....  
 .....
  
- (c) Describe the management structure for the Joint Venture’s work under the contract

MANAGEMENT FUNCTION / DESIGNATION	NAME	PARTNER*

(Fill in “ex Affirmable Joint-Venture Partner” or “ex non-Affirmable Joint-Venture Partner”.





## 10. PERSONNEL

(a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.

TRADE/FUNCTION/ DISCIPLINE	NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS	NUMBER EX NON- AFFIRMABLE JOINT VENTURE PARTNERS

(Fill in "ex Affirmable Joint-Venture Partner" or "ex non-Affirmable Joint-Venture Partner").

(b) Number of operative personnel to be employed on the Contract who are currently in the employ of partners.

(i) Number currently employed by Affirmable Joint Venture Partners

.....

(ii) Number currently employed by the Joint Venture

.....

(a) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

(d) Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....

(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

## 11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

.....

.....

.....



The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature.....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone .....

Date .....

---

Signature.....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone .....

Date .....

---

Signature.....

Duly authorized to sign on behalf of .....

Name .....

Address.....

Telephone .....

Date .....

