



**T26/06/22**

**REQUEST FOR PROPOSAL FOR THE  
PROVISION OF LANDSCAPING AND GARDEN  
MAINTENANCE SERVICES  
FOR THE IDC HEAD OFFICE IN SANDTON**

**COMPULSORY SITE INSPECTION WILL BE  
HELD AS FOLLOWS:**

**DATE: 01 JULY 2022**

**TIME: 10:00AM**

**VENUE: IDC HEAD OFFICE 19 FREDMAN DRIVE,  
SANDTON**

**BID CLOSING DATE:**

**11 JULY 2022 AT 11:00 AM**

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## **SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	Mr Joseph Phiri
Telephone Number:	+27 11 269 3810
Email address:	<a href="mailto:josephp@idc.co.za">josephp@idc.co.za</a>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 01 July 2022**.
- 2.3 The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e., next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

## 4. Instructions on submission of Bids

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- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **11 July 2022** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to [tenders@idc.co.za](mailto:tenders@idc.co.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address ( [tenders@idc.co.za](mailto:tenders@idc.co.za) ).

- 4.4** Bidders are advised to submit / send its bid responses at least **30** minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address.
  - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
  - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.
  - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
  - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

## **5. Preparation of Bid Response**

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- 5.1** All the documentation submitted in response to this RFP must be in English.
- 5.2** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3** Bids submitted by bidders which are or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4** The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

## **6. Supplier Performance Management**

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Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the

supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. Enterprise and Supplier Development**

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.8 The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s)

and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance.
  - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document.
  - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information.
  - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means.
  - 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document.
  - 10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

## **11. Local Production and Local Content**

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The IDC promotes Local Production and Local Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the **dtic** in an effort to stimulate local production and content where relevant.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dtic**) and to ensure full compliance with the minimum local content threshold, if relevant, before submitting its response to this tender. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum

thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

## 12. Returnable Schedules

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Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

**12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**12.2 Schedule 1:**

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

**12.3 Schedule 2**

12.3.1 Valid Tax Clearance Certificate(s) (TCC) and /or proof of application as endorsed by SARS and / or SARS issued tax verification pin code.

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified.

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed).

12.3.6 Annexure 3 of this RFP document (duly completed and signed).

12.3.7 Annexure 4 of this RFP document (duly completed and signed).

12.3.8 Response to Annexure 6: BEE Commitment Plan

12.3.9 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

12.3.10 Annexure 7 of this RFP document (duly responded to)

12.3.11 Annexure 8 of this RFP document (duly completed and signed, **if applicable**);

12.3.12 Annexure 9 of this RFP document (duly completed and signed);

12.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or

independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

- 12.3.14 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

**12.4 Schedule 3:**

- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 5 of this RFP document, duly completed and signed

**12.5 Schedule 4:** Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked Schedule 4: Price Proposal*)

### **13. Evaluation Criteria and Weightings**

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Bids shall be evaluated in terms of the following process:

- 13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
  - Submission of Company Registration Forms as referenced 12.3.2 above
  - Submission of ID copy for the Company Representative as referenced in 12.3.4 above
  - BEE Status Certification as referenced in 12.3.11 above
  - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
    - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
    - Section 3: Cost Proposal and Price Declaration Form
    - Annexure 1: Acceptance of Bid Conditions
    - Annexure 2: Tax Compliance Requirements
    - Annexure 3: Bidder's Disclosure
    - Annexure 4: Shareholders' Information/ Group Structure
    - Annexure 5: Bidders Experience & Project Team
    - Annexure 6: BEE Commitment Plan
    - Annexure 7: Disclosure Statement
    - Annexure 8: Local Content Declaration (If Relevant)
    - Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

## **13.2 Phase 2: Technical/ Functionality Evaluation**

Bid responses will be evaluated in accordance with the Functional criteria as follows:

### **13.2.1 Other Functional/ Technical Requirements**

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

<b>ELEMENT</b>	<b>WEIGHT</b>
Bidder's Relevant Experience (refer to paragraph 5.2.1)	30%
Bidders Proposal (refer to paragraph 5.2.2)	35%
Bidders Proposed Equipment Inventory (refer to paragraph 5.2.3)	10%
Bidders Gardening services Supervisor Experience	20%
Bidders Communication Tools	5%
<b>TOTAL</b>	<b>100%</b>

**Note: The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.**

## **13.3 Phase 3: Preference Point System**

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

## **14. Promotion of Emerging Black owned Service Providers**

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

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### 1. Special instructions to bidders

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- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply or Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### 2. Background Information

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- 2.1. The Industrial Development Corporation of South Africa Limited (IDC) has its Head Office at 19 Fredman Drive, Sandown, Sandton in Johannesburg. The IDC Head Office comprises of two adjacently located buildings, namely IDC1 and IDC2. IDC1 operates as the HUB of the Head Office as it houses the main reception and majority of IDC core functional service areas; IDC2 houses majority of the IDC support function units together with a gymnasium facility. Both facilities have a combined gardening area of about 1.5 hectares (15 000m<sup>2</sup>) which consists of multiple landscape features and flora.

Due to IDC’s resounding presence in all SA industrial markets together with a formidable footprint in all Provinces of the country, the IDC Head Office hosts an array of prestige clients daily and coupled with it being situated in the heart of Africa’s Business HUB; it is crucial that the Corporation operates a facility that meets modern functional and aesthetic standards in terms corporate facilities. On site a small flock of guinea fowl and 9 hives of bees can be found.

It is against this background that the IDC seeks to appoint an experienced commercial Gardening and Landscaping services provider to render a holistic, comprehensive, and professional Garden Maintenance Service for the exterior flora of the Head Office facility.

The service provider will be expected to render a professional service which will not only comply with governing regulations in force but ensure alignment to relevant market best practice and OHS standards for the service. The contractor is further expected to render technical management, supervisory functions of the service and ensure that the facilities’ grounds are well maintained throughout the duration of the contract and that all seasonal requirements are met in full thus providing constantly an aesthetically pleasing garden.

### 3. Scope of work/Terms of reference

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#### 3.1 Garden Maintenance Service

The Service Provider will be required to provide a comprehensive Garden Maintenance Service which includes the following:

- **Daily maintenance which includes but is not limited to the following:**
  - ✚ Lawn maintenance: watering (borehole water with a manually operated sprinkler system), cutting lawn and trimming edges.
  - ✚ Plants: plant movement, soil turning.
  - ✚ Provision and planting of new plants as and when required.
  - ✚ Sprinkler minor maintenance: filter and nozzle cleaning to ensure proper spraying functionality.
  - ✚ Removal of weeds in all ground surfaces including walls.
  - ✚ Weekly Cleaning of roof and floor gutters, driveways and building exterior floor surfaces; driveway grids/open drains.
  - ✚ Ensure proper disposal of garden rubbish in allocated skip.
  - ✚ General trimming of shrubs.
  - ✚ Once Daily feeding of birds from stocked bin (Monday to Friday) (provide water in containers provided) (Seed is provided every 3 months or as needed).
- **Quarterly maintenance which includes:**
  - ✚ Seasonal preparations for lawn: apply fertiliser & lawn dressing.
  - ✚ Seasonal preparations for plant beds: planting new plants, applying fertiliser and compost; and
  - ✚ Quarterly Cleaning of carport roof coverings
- **Ad hoc services**
  - ✚ Propose changes to the gardens to enhance the existing space and make it more waterwise
  - ✚ Replacement of sprinkler valves, valve boxes and conduit spares when necessary
  - ✚ Lawn replanting as and when required.
  - ✚ Obtain advice from a qualified horticulturist to ensure non-invasive plants are not found on site, and gardens are landscaped correctly to enhance the look of the property. To provide recommendations for landscaping the grounds appropriately
  - ✚ Trees: removal and pruning of branches obstructing walkways, touching fences and other building walls or structures, as and when required.
  - ✚ Removal of dead trees and branches as and when required.

**NB: Bidder to have qualified horticulturist available to ensure non-invasive plants are not found on site, and gardens are landscaped correctly to enhance the look of the property. Provide recommendations for landscaping of the grounds appropriately. Please refer to Annex 10 for some of the type of plants we have on site.**

- 3.2 Operations** – The IDC operates on an eight (8) hour shift routine from Monday to Friday for most of its operations. The service times should commence from 06h00 – 15h00 for the team. Weekend work should be confirmed with the IDC in advance for services that will affect IDC' normal service operations.
- 3.3 Labour** – The bidder will supply IDC with **one (1) Supervisor** and **six (6) gardening technicians** on site; and this staff compliment needs be maintained throughout the contract duration. The staff complement should cover all day-to-day gardening requirements to ensure the facility is well maintained and job descriptions of team members need to be provided.
- 3.4 Contract Management** – The Site Supervisor will be the onsite point of contact with the IDC for service requests. Weekly and Monthly management meeting will be required to assess progress and resolve any gardening maintenance matters.
- 3.5 Equipment** – The bidder will be expected to provide all equipment required for the rendering of the service including those to be used for ad-hoc services (an inventory list must be submitted for all equipment). It will be the bidders' responsibility to ensure that all equipment is available, maintained and accounted for on a periodic basis.

Storage facilities will be provided by the IDC; however, the bidder has the responsibility to keep the storeroom facilities in a clean and tidy condition at all times. The IDC will conduct regular inspections of the said facilities and non- compliance will have negative impact on the supplier's performance.

#### 4. Project timelines

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The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider's performance.

#### 5. Technical evaluation criteria

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##### 5.1. Mandatory Technical Requirements

**The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.**

5.1.1 LEGISLATION COMPLIANCE	Comply	Not Comply
The bidder must always ensure compliance with: <ul style="list-style-type: none"> <li>- Occupational, Health and Safety Act while working on IDC premises.</li> <li>- National Environmental Management Act.</li> <li>- National water act</li> </ul>		
<b>Substantiate / Comments</b>		

<b>5.1.2 STATUTORY LABOUR REQUIREMENTS</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must always ensure compliance with all relevant statutory labour requirements and that minimum wage or higher is paid in line with Dept of Labour rates.</p> <ul style="list-style-type: none"> <li>- Basic Condition of Employment Act.</li> <li>- Must register all employees with UIF and COIDA throughout the contract duration with the IDC</li> </ul> <p>Police clearance is required annually for all staff based on site</p>		
<b>Substantiate / Comments</b>		

<b>5.1.3 INSURANCE</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of the agreement.</p> <p>A copy of such insurance must be handed to IDC upon commencement of the service.</p>		
<b>Substantiate / Comments</b>		

<b>5.1.4 Staff Uniform and Personal Protective Equipment (PPE)</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the gardening service. i.e., uniform, gloves, eye protectors etc.		
All personnel should wear acceptable contractor's uniform i.e., the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e., company branded name tags.		
<b>Substantiate / Comments</b>		

5.1.5 SITE FILE (OHS SAFETY FILE)	Comply	Not Comply
<p>The appointed service provider must compile and provide an IDC specific Site File which will include all Statutory and Management information/documents such as:</p> <ul style="list-style-type: none"> <li>• HR Policy.</li> <li>• OHS Policy and Procedures.</li> <li>• Safe works Procedures.</li> <li>• Risk Assessments Procedures.</li> <li>• Stock control procedure.</li> <li>• Insurance documents/details.</li> <li>• Garden Maintenance Service programme/schedule as per IDC requirement.</li> <li>• Department of Labour documents e.g., COIDA, UIF etc.</li> <li>• Record of training of staff.</li> <li>• ID copies of team members</li> </ul> <p>The service provider will be required to provide a comprehensive site file to the IDC within 30 days from the date of tender ward.</p>		
<b>Substantiate / Comments</b>		

5.1.6 PROOF OF FINANCIAL STABILITY	Comply	Not Comply
<p>The bidder must provide as part of the bid proposal, one of the following documents which are not older than three months prior to the closing date of the bid:</p> <ul style="list-style-type: none"> <li>• a valid bank stamped letter of good standing on the banks letter head; or</li> <li>• last three months bank statements; or</li> <li>• a bank surety letter <b><u>(This should not be a proof of bank account details)</u></b></li> </ul>		
<b>Substantiate / Comments</b>		

## 5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1. BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in the provisioning of Garden Maintenance services within an office building environment.</p> <p>The bidder must provide <b>three (3) relevant contactable references</b> of a contract where the bidder provided similar garden maintenance services which must be on the bidder's clients' letterheads and duly signed. The reference letters must describe in detail the services offered.</p> <p>The referenced contract must have been held within the <b>past eight (8) years</b>.</p> <p>Please refer to <b>Table (a) of Annexure 5</b> of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.2.2. BIDDERS PROPOSAL	Comply	Partially Comply	Not Comply
<p>The bidder must provide Gardening Maintenance Service as specified in paragraph <b>3 of Section 2 (Scope of work)</b> of this RFP document.</p> <p>The bidder must provide a proposal detailing how they are going to provide the required Gardening Maintenance Service.</p> <p>The proposal must include a <b>detailed daily and annual program</b> on the services to be rendered on site.</p> <p><b>Note:</b> As a sample, the bidder must provide worksheets which will be used for daily and annual program on the services to be rendered on site.</p>			
<b>Substantiate / Comments</b>			

<b>5.2.3. BIDDER'S PROPOSED EQUIPMENT INVENTORY</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
The bidder must provide a detailed inventory list of all available equipment to be utilised exclusively for rendering this service to the IDC. Bidders are therefore required to submit as part of their proposals, a comprehensive list of equipment relevant to the service which is required in this tender. Bids will be evaluated based on proposals commensurate with the service required.			
<b>Substantiate / Comments</b>			

<b>5.2.4. GARDENING SERVICES SUPERVISOR EXPERIENCE</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
The bidder must provide the supervisor's <b>comprehensive CV</b> with a minimum of <b>five (5) years'</b> experience in managing or supervising similar services.			
<b>Substantiate / Comments</b>			

<b>5.2.5. BIDDERS COMMUNICATION TOOLS</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
The bidder must provide reachable email address and mobile phone number for the supervisor.			
<b>Substantiate / Comments</b>			

### **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES

NO

**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate <b>CLEARLY</b> which portion of the bid price is linked to the exchange rate:</i>		

5

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

6

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

## 8 COSTING MODEL

### 8.1 (a) Phase 1 – Labour Costs

Personnel	Quantity	Monthly Fee per person (VAT Excl.)	Total Monthly Service Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Supervisor	1			
Garden Technicians	6			
<b>Total Labour Costs: Year 1</b>				
<b>Total Labour Costs: Year 2</b>				
<b>Total Labour Costs: Year 3</b>				
<b>Sub-Total (8.1) VAT Excl.)</b>				
<b>Annual Fee Escalation (%) linked to CPI.</b>				

**Note:** The labour fee must be in line with the relevant minimum wage as promulgated by the Department of Labour; and inclusive of all costs associated with rendering the required service as specified in paragraph 3 of Section 2 of this RFP document e.g., technician's salary, UIF, transport, training, uniform etc.

### 8.1 (b)-Once-off clean up

Description	Total Fee (VAT Excl.)
Once off thorough clean-up of garden area and surrounds on appointment	
<b>Sub-Total (8.1) VAT Excl.)</b>	

### 8.2 Rental of Equipment and Tools

Description	Total Monthly Fee (VAT Excl.)	Total Annual Fee (VAT Excl.)
Rental of all Equipment and Tools which will be used for the provision of the service as specified in the bid document.		
<b>Total Rental Equipment Cost: Year 1</b>		
<b>Total Rental Equipment Cost: Year 2</b>		
<b>Total Rental Equipment Cost: Year 3</b>		
<b>Sub-Total (8.2) VAT Excl.)</b>		
<b>Annual Fee Escalation (%) linked to CPI.</b>		

**Note:** The bidder must provide adequate number of equipment and tools in order to ensure effective garden maintenance service and must also ensure that the equipment and tools are always in usable condition. The costs of all other material e.g., PPE consumables, garden refuse bags and bins must be included as well.

### 8.3 Supply of Items

The preferred bidder will be required to supply and deliver items on a need basis (ad hoc). For evaluation purposes, bidders are required to provide prices for the following items. The quantities reflected below are only estimates based on the current trends. **Prices must be valid for the first 12 months of the duration of the contract.**

Description	Quantity	Unit Price (Excl. Vat)	Total Cost (Excl. VAT)
Pennisetum Clandestinum Grass (Kikuyu)	200 m <sup>2</sup>		
Lawn Dressing	60 m <sup>3</sup>		
Fertiliser: 2-3-2	30 m <sup>3</sup>		
Fertiliser: Bone Meal	30 m <sup>3</sup>		
Fertiliser: Super Phosphate	30 m <sup>3</sup>		
Compost	20 m <sup>3</sup>		
<b>Groundcovers</b>			
Aptenia cordifolia (Red Aptenia)	50		
Actotis arctotoides (Carpet Arctotis)	50		
Felicia filifolia (Karoo Felicia)	50		
Phygelius capensis (Cape River Bells)	50		
<b>Succulents</b>			
Delosperma spp	100		
Aloe ferox (Cape Bitter Aloe)	20		
Cotyledon orbiculata (Pig's Ears)	50		
Kalanchoe thyrsiflora (White Lady)	30		
<b>Bulbous Plants</b>			
Zantedeschia aethiopica (White Arum Lily)	100		
Crocasmia aurea (Falling Stars)	50		
Eucomis autumnalis (Common Pineapple Lily)	50		
Scadoxus puniceus (Blood Lily)	50		
Crinum bulbispermum (Orange River Lily)	50		
<b>Irrigation Parts</b>			
Hunter PGV JAR-Top valve	10		
Hunter PGV valve	10		
Rectangular Valve Boxes - Standard Series Valve Boxes (14" x 19")	5		
Jumbo Rectangular Valve Boxes – Standard Series (13" x 20")	5		
Rectangular Valve Boxes – Standard Series (13" x 24")	5		
Rectangular Valve Boxes – Standard Series (17" x 30")	5		
Rotors	50		
MP Rotators	50		
Pro Adjustable Nozzles	50		
Pro Fixed Nozzles	50		

Description	Quantity	Unit Price (Excl. Vat)	Total Cost (Excl. VAT)
Impact sprinklers	20		
Pop up Sprinklers 100mm	50		
15mm HDPE pipe SABS class 6	100m		
20mm HDPE pipe SABS class 6	100m		
25mm HDPE pipe SABS class 6	100m		
32mm HDPE pipe SABS class 6	100m		
Tee joint	100		
90° Elbow joint	100		
Cross joint	100		
Couplings	100		
Reducers	100		
<b>Sub-Total (8.3) (VAT Excl.)</b>			

#### 8.4 Ad hoc Services

Please provide the rates that will be applicable for services that might be required on ad-hoc basis over and above the maintenance requirements detailed above.

Item: IDC 1	Unit of measure	Qty	Rate Per Hour Normal	Total Price (VAT Excl.)
Installation of sprinkler valves, nozzles, valve boxes and conduit spares when necessary.	Per hour	72		
Cutting dead and obstructive trees deemed hazardous/ risk in their growth.	Per hour	12		
Lawn replanting as and when required	Per hour	36		
Item: IDC 2	Unit of measure	Qty	Rate Per Hour Weekends	Total Price (VAT Excl.)
Installation of sprinkler valves, nozzles, valve boxes and conduit spares when necessary.	Per hour	12		
Cutting dead and obstructive trees deemed hazardous/ risk in their growth.	Per hour	96		
Lawn replanting as and when required	Per hour	12		
<b>Sub Total (8.4) (VAT Excl.)</b>				

#### 8.5 Total Bid Price

Description	Total Cost (VAT Excl.)
<b>Total Costs of Labour: Sub-Total (8.1a +8.1b) (VAT Excl.)</b>	
<b>Total Cost of Equipment/ Tools: Sub-Total (8.2) (VAT Excl.)</b>	
<b>Estimated Total Cost of Items: Sub-Total (8.3) (VAT Excl.) Year 1</b>	
<b>Estimated Call-outs Subtotal (8.4) (VAT Excl.)</b>	
<b>Total Bid Price (VAT Excl.)</b>	

#### Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T26/06/22**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Landscaping and Garden Maintenance Services for the IDC as per specification at the following total amount:

**R.....**  
..... **(Excluding VAT) In words**

**R.....(Excluding VAT) In numbers**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

(Print name of signatory)

Designation

**FOR AND ON BEHALF OF:**

COMPANY NAME

Tel No

Fax No

Cell No

## **SECTION 4: ANNEXURES**

## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised  
Signatory \_\_\_\_\_Position of Authorised  
Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

**Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:**

<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
<b>Individual Bidder</b>	
<b>Joint Venture/ Consortium</b>	
<b>Prime Contractor with Sub Contractors</b>	
<b>Other</b>	

### REQUIRED INFORMATION

If Individual Bidder:	
<b>Name of Company</b>	
<b>Registration Number</b>	
<b>Vat registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Cellphone Number</b>	
<b>Fax Number</b>	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## Annexure 2: Tax Compliance Requirements

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

## Annexure 3: Bidder's Disclosure

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### 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 <sup>1</sup> 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

---

<sup>1</sup> 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 consortium<sup>2</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.
- 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.

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<sup>2</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.

- 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

## Annexure 4: Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

### 6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

**Note:** The bidder must also attach the detailed Company/ Group Structure where relevant.

### 6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
<b>Total Black Shareholding % as per the current and valid B-BBEE Certificate</b>				

**6.3 Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## Annexure 5: Response Format for Section 2

## Bidder's Experience and the proposed Project Team

Request for Proposal No:

Name of Bidder:

Authorised signatory:

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]*

**The bidder must provide the following information:**

**Table (a) Details of the bidder's experience in providing Landscaping and Garden Maintenance Service (please refer to par 5.2.1 of Section 2 of this RFP document):**

[illegible]

## **Annexure 6: BEE Commitment Plan**

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The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

## **Annexure 7: Disclosure Statement**

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### **Disclosure Statement**

**In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:**

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
  - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

## Annexure 8: Local Content Declaration (If Relevant)

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This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

The minimum threshold for local content as published on the **dtic** website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

**3. Does any portion of the goods or services offered have any imported content?**

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER  
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF  
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY  
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: IDC**

**NB**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; · invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history.

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability and medical history; or biometric information (e.g., to verify identity).

## RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.1	<b>Accountability</b> The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	<b>Processing Limitation</b> The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	<b>Purpose Specification</b> All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.4	<b>Further Processing Limitation</b> Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.5	<b>Information Quality</b> The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.6	<b>Open Communication</b> Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.7	<b>Security Safeguards</b> It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.8	<b>Data Subject Participation</b> A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: \_\_\_\_\_

Company/ Entity Registration Number: \_\_\_\_\_

Company/ Entity VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (Company/ Entity Representative)

\_\_\_\_\_  
Date

## Annexure 10:



Succulents



Bulbous Plants



Bee garden



Ground covers