



**INDEPENDENT DEVELOPMENT TRUST BID NOTICE AND
INVITATION TO BID FOR
SCANNING, ARCHIVING AND OFFSITE STORAGE SERVICES
FOR THE INDEPENDENT DEVELOPMENT TRUST
FOR
A PERIOD OF 5 YEARS**

TENDER NUMBER: IDTREC201022/14-002

TENDER CLOSING DATE: 14 NOVEMBER 2022

The Independent Development Trust (IDT) invites suitably qualified service providers for the provision of scanning, archiving, and off-site storage for records management services in the eight (9) provinces (Eastern Cape, Mpumalanga, Free State, Gauteng, Limpopo, KZN, North West, Northern Cape, and Western Cape) of South Africa (SA) .

1. Scope of Work

The scope of the service includes the scanning, cataloguing, indexing, classification, electronic storage, archiving (physical records), offsite storage and making available of all records at all the IDT (Independent development trust) specified locations:

1.1. Scanning of Records

- The documents / pages /Forms, etc. of different sizes (4A0/ 2A0/A0 /A1 /A2/ A3/ A4/ A5/ A6/ A7/ A8/ A9/ A10)
- The document must be digitised/scanned and physical records archived (transferred) to an offsite storage.
- The soft copies of the scanned records shall be accessible to the IDT and the scanned records remain the property of the IDT.
- The scanned records must be handed to the IDT immediately after the scanning process is completed and updating of records will be done as and when the need arises.
- All infrastructure Hardware-including Desktop computers, UPS, scanners, other equipment, all software, safekeeping and manpower to carry out the work are to be arranged by the successful service provider.
- The successful service provider shall be legally liable for the entire work and must follow all safety regulations and take all measures to prevent damage/ loss to the documents.
- The service provider to report on scanned pages (scanning equipment system generated reports), completed scanned records, etc.
- The service provider will be expected to sign a non-disclosure agreement.

1.2. Offsite Storage

1.2.1. Handling of Records

- Upon take on, all records should be indexed to a manner that the index report will have full information which will assist the IDT to apply for disposal authority and carry out all necessary clearance actions of records (information per file should include IDT file reference numbers, full subject, classification and the year the record was created and closed)
- Records will be indexed per file and per box.
- Records should be cared for as required in part 5 of National Archives and Records Services of South Africa (NARSSA) Records Management Policy Manual version 1.4 of October 2007.
- Have regional storage facilities.

1.2.2. Retrieval of Records

- Records will be retrieved as and when required by the IDT.
- Records will be expected to be delivered and collected within 24 hours as per request by the IDT.
- The Service Provider will be expected to have a fast and accurate retrieval system in place to be used by the IDT
- The Service Provider will always be expected to keep and maintain an accurate index report for all records kept in the facility.
- The Service Provider will be expected to provide an accurate and updated index report monthly to the Project Manager.

1.2.3. Packaging

- Records will be packaged per file cover as well as per box; sequentially according to the file plan;
- Carton base lid boxes will have to be used for the packaging of the files;
- Labelling of boxes must include full details of the contents;
- Boxes in which records are stored should be replaced when there is noticeable damage through regular handling;
- Files, boxes and any other packaging material should be made of acid free archival materials.

1.2.4. Transportation

- Transportation of records between the successful service provider and the IDT will take place by using a motor vehicle belonging to the Service Provider;
- The type of motor vehicles should be Light Delivery Vehicles with a closed canopy (weatherproof vehicles) and the vehicles should be designed for safe transportation of records;
- The delivery motor vehicles in question must belong to the Service Provider or leased to the Service Provider. All vehicle must have valid registration and roadworthy certificates.

1.2.5. Physical and Electronic Security

- The service provider shall be responsible for provision of 24/7 security services at the offsite storage at their own cost.
- The security company must be PSIRA compliant and have a Security registration certificate;
- Access should be controlled in order to protect records against unauthorized access, loss, damage, destruction, theft and breach of confidentiality;
- Secure electronic access against any unauthorised access to records.

1.2.6. Disposal of Records

- Disposal will be done on an ongoing process throughout the contract and will be facilitated by the IDT.
- The execution of physical destruction will be the responsibility of the service provider on instruction by the IDT.

1.2.7. System Training

- *Train the trainer for*
- *2 Trainers x9 regions*
- *2 Trainers x 6 Business Units (Head Office – Pretoria)*

2. Mandatory Requirements:

- The main bidder must show proof of national footprint or partnership in following provinces: NC, NW, MP, FS) where they don't have footprint, shall provide proof of ownership or lease agreement for Storage and Scanning Facilities in all provinces.

- The bidder shall provide proof of Capacity to perform 500000 scans per day. (proof of print and scanning capacity must be availed).
- The bidder shall provide proof of own Encryption Software and Protocol used to protect scanned records.
- The bidder shall provide (e-natis or long-term lease agreement) 9 delivery trucks with closed box storage.
- The bidder shall provide proof of a PSIRA Certificate of the contracted security services company at the offsite storage.
- The bidder shall provide proof of a valid Fire compliance certificate.
- The bidder shall provide service level agreement with pest control company.
- The bidder must demonstrate(provide) proof of active disaster recovery facility and process (Lease agreement or third party agreement).
- The bidder must provide project schedule and a detailed WBS for the delivery of the project.

The scanning (digital) and archival services must comply 100% with or exceed the specifications detailed below.

SPECIFICATION AND COMPLIANCE CHECKLIST: (Please complete in full)

Item No.	Specification	Mandatory	Comply/ Not Comply	Response
a)	The scanning service must be capable of scanning all records in the file systematically and unstructured data such as reports, records and x-ray films supporting documentation.	#		
b)	Unstructured data must be stored in any format associated with the application that generated the document or be clearly readable in any format scanned.	#		
c)	All records scanned must be stored according to file numbers and the bidder must create a listing of files scanned	#		
d)	Scan content in the form of paper and other mediums to electronic medium.	#		

Item No.	Specification	Mandatory	Comply/ Not Comply	Response
e)	On receipt of any information relating to already scanned records, the content must be merged to an existing record. Support the ability to assign the same scanned record to different electronic files, from one electronic document without physical duplication of the electronic record.	#		
f)	For scanned records that are constructed of more than one component, the system must: handle the record as a single indivisible record, retaining the relationship between the components; retain the record's structural integrity;	#		
	support later integrated retrieval, display, management; manage disposal of all components of the scanned record as a whole unit (i.e. in one operation).			
g)	Provide controls and functionality to: <ul style="list-style-type: none"> • manage all scanned records regardless of the method of encoding or other technological characteristics; • ensure that the records are associated with a classification scheme of one or more files. 	#		
h)	During the scanning process, prevent omission and deletion of scanned/ stored information or any part of its contents at all times	#		
i)	Maintain records content integrity at all times	#		
j)	Provide full security / safekeeping of documents during and after scanning of records.	#		

Item No.	Specification	Mandatory	Comply/ Not Comply	Response
k	<p>Offsite Storage Requirements</p> <ul style="list-style-type: none"> i. The storage facility should be well ventilated ii. Storage areas should preferably not have windows, but if they do, they should be covered with dark curtains or blinds to prevent damage that could be caused by direct sunlight; and should be burglar-proofed; iii. Valid Fire compliance certificate for the protection of records in case of fire issued must be submitted with the proposal (the certificate must be renewed and valid for the duration of the 60 months period of the contract; iv. The lowest shelf should as a minimum be 150mm off the floor to prevent flood damage and top of the shelving should not be less than 320mm from the ceiling to allow airflow; 			
J	<p>The scanned records shall be handed to the department on hard disk drives immediately after scanning is completed and additional records shall be saved on the same external hard drives.</p>			

Bidders must achieve 100% compliance with the above mandatory specification requirements and bidders who fail comply shall be disqualified.

3. Evaluation Criteria

Bidders shall only be scored on the evaluation criteria should the mandatory requirements be met.

TOTAL SCORE			100	
ACCEPTABLE MINIMUM SCORE			70	
NO	CRITERIA	WEIGHT	ELEMENT BREAKDOWN	SCORING VALUES
A.	Bidder's Relevant Experience (Portfolio of Current and Completed Contracts):	30	Company experience in Scanning, archiving, Indexing, offsite storage and management of digitized records indicating current or previous contracts: Number of appointment letters should be submitted as proof	
			(6 Appointment letters)	(30)
			(5 Appointment letters)	(20)
			(4 Appointment letters)	(15)
			(2 Appointment letters)	(10)
			(1 Appointment letter)	(5)
		No submission/ No appointment letter	(0)	
		20	Amount per appointment letter to prove capacity	
			R 30 000 000 and above	(20)
			R 20 000 000 to R29 999 999	(15)
			R 10 000 000 to R20 000 000	(10)
			Below R10 000 000 but above R1000 000	(5)
Below R1 000 000	(0)			
B.	Financial Capacity	10	An undertaking by financial institution to provide a Bank Credit letter to the bidder in the event a bidder is awarded contract or Submission of Audited Annual Financial Statement for a three (3) consecutive financial years or Proof of overdraft facility in the name of business or alternatively proof of company capability to self-fund to the value indicated below:	
			R 10 000 000 and above	(10)
			R 5000 001 to R 9 999 999	(5)
			R 2 000 001 R to R4 999 999	(3)
			R 1 000 001 R to R2000 000	(2)
			Below R 1 000 000	(1)

C.	Project Work Breakdown Methodology Structure	40	Proposed Project Work Breakdown Methodology Structure:	
			The proposed WBS <u>exceeds requirements</u> , is fully evidenced, customized to the project, adds value, benefits and activities are clear, logical, demonstrates practical innovation and a high level of understanding of the project deliverables, with full confidence in capacity to deliver.	(40)
			The proposed WBS meets all requirements while providing fully evidenced additional value and activities are clear, logical and demonstrate an understanding of the project deliverables and time frames.	(25)
			The proposed WBS meet minimum requirements and provides adequate information/ evidence that the minimum requirements can be satisfied	(15)
			The proposed WBS is generic and fails to provide adequate information/ evidence that the minimum requirements can be satisfied	(2)
			submission is irrelevant	(1)
			No submission	(0)

PRICING SCHEDULE

Annexure A: Pricing Schedule (Pricing Proposal)

Rates inclusive of VAT, transport and all overheads				
ACTIVITY	UNIT	SIZE	LENGTH (L) WIDTH X HEIGHT (MM)	UNIT PRICE
Digitization of Documents (Including Cleaning, Scanning, archiving, storage Indexing for Retrieval, transport, including set-up costs)	Each	4A0	1682 x 2378 mm	
	Each	2A0	1189 x 1682 mm	
	Each	A0	841 x 1189 mm	
	Each	A1	594 x 841 mm	
	Each	A2	420 x 594 mm	
	Each	A3	297 x 420 mm	
	Each	A4	210 x 297 mm	
	Each	A5	148 x 210 mm	
	Each	A6	105 x 148 mm	
	Each	A7	74 x 105 mm	
	Each	A8	52 x 74 mm	
	Each	A9	37 x 52 mm	
	Each	A10	26 x 37 mm	
Collapsible Archive Box	Each	storage of A3/A4 documents/ lever Arch files	335mm x 240mm x 70mm	
Storage & Archive Box with Base and Lid (Offsite Storage Box)	Each	storage of A3/A4 documents /lever arch files	435mm x 340mm x 250mm	
Portable Hard Disk Drives - USB 3.0 powered	Each	5 TB	2.5" 140mm (L) x 78mm (W) x 20mm (H) NB Maximum Dimensions	
Portable Hard Disk Drives – USB 3.0 powered	Each	3 TB	2.5 " 117mm (L) x 80mm (W) x 21mm NB Maximum Dimensions	
OFFSITE STORAGE	UNIT	FREQUENCY	LENGTH (L) WIDTH X HEIGHT (MM)	
Storage & Archive Box with Base and Lid (Offsite Storage Box)	Each	Rental Per Month	435mm x 340mm x 250mm	

Retrieval and delivery within 24 hours	Each	Per Request	Per Delivery	
Destruction Per Box	Each	Per Request	435mm x 340mm x 250mm	
SUB TOTAL				
Vat @ 15%				
TOTAL				

AVAILABILITY OF DOCUMENTS

Documents will be available free of charge online from the 20TH October 2022 on the following websites:

- Itender – www.i-tender.co.za
- Etender – www.etenders.gov.za
- IDT website - www.idt.org.za

BIDDERS QUERIES

All queries relating to this tender may be addressed in writing to the e-mail: IDTrecords@idt.org.za. No verbal or telephonic queries will be attended to. Any attempt to verbally contact with the IDT's employee to influence outcome of this tender will lead to disqualification of the bid. All queries should be submitted eight (8) calendar days before the closing date. Queries sent after will not be responded or considered.

TENDER BRIEFING

A **non-compulsory** tender briefing meeting with the representatives of the IDT will take place on the date and time specified below. All attendees (representatives per Tenderer) are to carry identification document to the tender briefing meeting. The Tenderer must be represented at the tender briefing meeting by a person who is suitably qualified and experienced to comprehend the scope of work and the implementation requirements. The tender representative must sign the attendance register that will be provided by the IDT.

Briefing session: Non Compulsory briefing session

Venue: IDT Main Boardroom
Head Office, Glenwood Office Park
Cnr. Oberon & Sprite Street
Faerie Glen, 0043

Date: 27th October 2022

Time: 10:00 to 11:00

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST					
BID NUMBER:	IDTREC201022/14-002	CLOSING DATE:	14 NOVEMBER 2022	CLOSING TIME:	12h00
DESCRIPTION	<p>PROJECT NAME:</p> <p>INDEPENDENT DEVELOPMENT TRUST BID NOTICE AND INVITATION TO BID FOR SCANNING, ARCHIVING AND OFFSITE STORAGE SERVICES FOR THE INDEPENDENT DEVELOPMENT TRUST FOR A PERIOD OF 5 YEARS</p>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED					
<p>Independent Development Trust</p> <p>Glenwood Office Park,</p> <p>Cnr Oberon & Sprite Streets,</p> <p>Faerie Glen</p> <p>Pretoria, 0043</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Melvin-Eugene Moroka		CONTACT PERSON	Mr. Wandile Bereng	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS	IDTrecords@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT : Not compulsory	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) WILL NOT BE COMPALSURY SINCE BIDDERS WILL NOT BE EVALUATED ACCORDING TO THE B-BBEE POINTS SYSTEM .

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID WILL NOT BE SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017,
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution if there is more than one Director/member)

DATE:

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

.....

Signature

.....

Date

.....

Position

Name of bidder

.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

i) What percentage of the contract will be

- subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p>

CLOSING TIME

The closing time for receipt of tenders is 12:00 Noon on **14th November 2022**. Tenders shall be submitted at:

“The IDT Head Office Tender Box”

The Physical Address delivery of Tender documents is:

IDT HEAD OFFICE
Glenwood Office Park
Crn. Oberon & Sprite Street
Faerie Glen
Pretoria
0043

Bidders should fill out the tender register at the time and date the tender is dropped off in the IDT tender box.

Disclaimer

Telegraphic, telephonic, facsimile, email, late tenders will not be accepted.

The IDT reserves the right not to appoint the lowest bid proposal.