



INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE INSTITUTIONAL MODEL FOR THE DOMESTIC APPLIANCE REPAIRER PROGRAMME

RFP number	T49-12-25
Issue date	1 December 2025
Closing date and time	15 December 2025 at 11:00
Tender validity period	120 days from the closing date and time
Responses to this RFP should ONLY be forwarded to:	https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgBetmASifZnR7B-Z1IjeeHoAenb1wX1svJuW1HVfXerKL4

NB: All enquiries regarding this RFP must be forwarded to the Procurement Specialist Amelia Rawstone at ameliar@idc.co.za within three (3) days after the RFP has been issued. No enquiries from bidders will be entertained after the closing date of this RFP and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFP.

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

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

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

Name: Amelia Rawstone

Telephone Number: Office: 011 269 3645

Email address: ameliar@idc.co.za

2.2. Enquiries in relation to this RFP will not be entertained after **8 December 2025**.

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) 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

3.1. 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

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 **15 December 2025** not later than 11h00 AM (before midday). No late bids will be considered. Bids must only be sent to https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/IgBetmASifZnR7B-Z1ljeeHoAenb1wX1svJuW1HVfxerKL4. 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 https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/IgBetmASifZnR7B-Z1ljeeHoAenb1wX1svJuW1HVfxerKL4.

4.4. Bidders are advised to submit / send its bid responses at least 30 minutes before the 11h00 AM deadline to avoid any 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 https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/IgBetmASifZnR7B-Z1ljeeHoAenb1wX1svJuW1HVfxxerKL4.
- 4.8. 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.**
- 4.9. Amended bids may be sent to the electronic tender box https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/IgBetmASifZnR7B-Z1ljeeHoAenb1wX1svJuW1HVfxxerKL4 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

- 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 companies 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.
- 5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor must not hold lower % of the contract value than **any** of the subcontractors.

6. SUPPLIER PERFORMANCE MANAGEMENT

- 6.1. 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.
- 6.2. 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.
- 6.3. 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

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMs 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

- 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 financially advantageous to the IDC.
- 8.3.** The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.4.** 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.
- 8.5.** 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).
- 8.6.** The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 8.7.** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

- 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

- 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:
- 10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and remain non-compliant.
 - 10.1.2. bidder who submits incomplete information and documentation according to the requirements of this RFP document.
 - 10.1.3. bidder who submits information that is fraudulent, factually untrue, or inaccurate information.
 - 10.1.4. bidder who receives information not available to other potential bidders through fraudulent means.
 - 10.1.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFP document.
 - 10.1.6. bidder who fails to comply with POPIA requirements as listed herein
bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

11. RETURNABLE SCHEDULES

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

- 11.1. Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 11.2. Schedule 1:**
- 11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 11.3. Schedule 2:**
- 11.3.1. Copy of Board Resolution, duly certified.
 - 11.3.2. Originally certified copy of ID document for the Company Representative.
 - 11.3.3. Annexure 2: Acceptance of Bid Conditions and Bidder's Details (duly completed and signed).
 - 11.3.4. Annexure 3: Tax Compliance Requirements (duly completed and signed).
 - 11.3.5. Annexure 4: Bidders Disclosure (duly completed and signed).
 - 11.3.6. Annexure 5: Shareholders and Directors Information (duly completed and signed)
 - 11.3.7. Annexure 6: BEE Commitment Plan.
 - 11.3.7.1. Bidders must submit a B-BBEE verification certificate. 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.
 - 11.3.8. Annexure 7 Disclosure Statement (duly responded to).

- 11.3.9. Annexure 8 Privacy & Protection of Personal Information (duly completed and signed, if applicable).
- 11.3.10. 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.
- 11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

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).

11.4. Schedule 3:

Response to Section 2: Functional Requirements Specification, in line with the format indicated in this RFP document.

- 11.4.1. Annexure 1: Response format for section 2 of this RFP document duly completed and signed.

11.5. Schedule 4:

Price Proposal (response to Section 3 Cost Proposal of this RFP document).

Note: Must be submitted as a separate file/document marked Schedule 4: Price/Cost Proposal)

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

12.1. 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:

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.2 above.
- BEE Status Certification as referenced in 11.3.7.1 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: Bidders Experience & Project Team.
 - Annexure 2: Acceptance of Bid Conditions.
 - Annexure 3: Tax Compliance Requirements.
 - Annexure 4: Bidder's Disclosure.
 - Annexure 5: Shareholders' Information/ Group Structure.
 - Annexure 6: BEE Commitment Plan.
 - Annexure 7: Disclosure Statement.

- Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

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

12.2. Phase 2: Technical/ Functionality Evaluation

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

12.2.1. 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:

Number	ELEMENT	WEIGHT
1	Bidders relevant experience and Expertise	20
2	Qualifications of the Project Team Leader	15
3	Qualifications of the Project Team members	15
4	Experience of the Project Team Leader	10
5	Experience of the Project Team members	10
6	Methodology and High-level Work Plan	20
7	Skills Transfer Plan	10
TOTAL		100%

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 Specific Goals.

12.3. 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:

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS
	(80/20 system)
Black ownership ²	10
30% Black women ownership	5
Any % of ownership by Black Designated Groups ³	2
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	3
TOTAL POINTS	20

²Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system) and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system).

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women

- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes (“ESOPs”) with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

12.4. Phase 4: Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

12.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder’s disclosure (Refer to Annexure 7: Disclosure statement of this document) and the IDC Compliance and Regulatory Affairs Department (CRAD) screening report.
- Concentration Risk: Over exposure to a single bidder.
- The bidder’s financial capability in relation to the execution of the contract.
- The bidder’s past performance in IDC contracts.

13. 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 either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

- 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 "Comply/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

- 2.1. The IDC administers the Industrial Policy Support Fund (IPSF) on behalf of the Department of Trade, Industry and Competition ("the dtic"). This tender is therefore facilitated by the IDC on behalf of the dtic.
- 2.2. The White Goods Customised Sector Programme (CSP) was developed in 2012. In addition, **the dtic** in partnership with the White Goods industry developed the White Goods strategy as well as the White Goods export strategy. The strategies recommended the establishment of the White Goods Manufacturers' Forum. The forum is convened by **the dtic** and comprises all White Goods local manufacturers. This has led to amongst others, the successful launch of the White Goods supplier development programme, which has linked several component manufacturers to the Original Equipment Manufacturers value chains to supply components for cooking and cooling appliances.
- 2.3. The draft National Industrial policy has identified White Goods as one of the sectors with potential to grow technological capabilities and knowledge intensity.
- 2.4. One of the strategic interventions that was workshopped with industry, which found expression in the draft National Industrial Policy is the implementation of a programme to train unemployed youth from designated groups to become accredited domestic appliance repairers for the local manufacturers.

3. PROBLEM STATEMENT

- 3.1. In the South African White Goods manufacturing industry, currently have technology upgrade and critical skills shortage have been identified as two of the challenges high on the agenda to be urgently addressed in order to render the local manufacturing industry competitive and export relevant.
- 3.2. The White Goods industry is faced with nonavailability of desirable and relevant skills development programmes, predominantly the after sales industry.
- 3.3. Manufacturing white goods (appliances such as refrigerators, washing machines, and stoves) in South Africa presents several challenges, which are both market specific and

operational in nature. However, there are potential areas of support that can be provided by the government and the private sector to overcome these difficulties.

- 3.4. Local manufacturers face stiff competition from international brands that benefit from economies of scale, lower labour costs in their home countries where manufacturing takes place, more advanced technologies and rapidly evolving skills development and upskilling.
- 3.5. Generally, South Africa is facing a hostile unemployment regime with formal unemployment increasing. The unemployment challenge mostly affects the youth; hence this programme targets the youth for training, to create work and entrepreneurial opportunities for the young people.

4. OBJECTIVES

4.1. The objectives of this study are to conceptualise and design a skills development programme in the White Goods industry. The industry and the dtic have resolved to urgently attend to skills shortage of accredited repairers of appliances, hence the conceptualisation of the South African appliance programme. The main objective is to identify suitable candidates across the country for training as accredited appliance repairers for them to set up appliance repair centres and employ further. The specific objectives are:

- 4.1.1. to equip unemployed South African youth from designated groups (black, women, and persons with disabilities) with skills required to become accredited domestic appliance installers and repairers. Agreement on the youth target has been reached with industry to preferably be 100% and part of this exercise is to determine the feasibility of that and investigate feasible thresholds for the designated groups.
- 4.1.2. to place a minimum percentage of successful trainees who receive certificates of competence as employees in the White Goods industry.
- 4.1.3. to ensure the development of home-grown talent of entrepreneurs to be accredited domestic appliances installers and repairers. The accredited entrepreneurs will be equipped to set up containerised mobile repair centres, which will allow them to sell consumables, spares, electricity, airtime, gas and other value-added services.
- 4.1.4. to empower local entrepreneurs to use the containerised repair centres as e- waste drop off centres.
- 4.1.5. to recruit trainees at a certain threshold from ¹tier 2 and tier 3 cities, townships and rural areas to achieve greater geographic spread.

5. METHODOLOGY

- 5.1. The Service Provider is expected to clearly stipulate the approach and provide a systematic explanation of the proposed process and the expected result.
- 5.2. It will be imperative for the Service Provider to outline in the methodology, the rationale for the selection of a particular method, and the pros, cons and risk factors.

¹ 1 "Tier 2" cities generally refer to smaller urban centres like Mbombela, Kimberley, Rustenburg, Gqeberha, Bloemfontein, and Polokwane, while "Tier 3" cities would include even smaller towns with less economic activity, often not explicitly listed but typically considered to be smaller regional hubs depending on the context.

- 5.3. The use of appropriate research techniques or approaches based on the need to involve and achieve the highest participation rate possible of individual companies/ industry associations in the process. The emphasis for this exercise is more about designing a model for an envisaged training programme, hence the minimum requirements of the bidding firm. The ability to design training programmes, developing approaches and proposing implementation plans should be demonstrated.
- 5.4. The service provider will also identify stakeholders to engage in the process. Therefore, an indication that the bidder understands this industry is crucial. Thus, the bidder must give an indication of stakeholders to be engaged in terms of this study.

6. SCOPE OF WORK

The proposed minimum scope of work required under the project will include but not be limited to:

- 6.1. Determine a feasible number of learners to be trained based on industry needs.
- 6.2. Determine the training model and the institutional arrangements.
- 6.3. Determine a feasible minimum threshold for designated groups who should participate in the programme considering the demographics, levels of unemployment and the industry needs.
- 6.4. Determine the ratio between trainees who should be placed in employment post training versus those who should be accredited installers and repairers and be on the OEM databases as entrepreneurs while operating from the containerised workshops.
- 6.5. Determine the minimum threshold for participants who should be recruited from tier 2 and 3 cities, townships and rural areas.
- 6.6. Identifying relevant government departments, SETAs, professional bodies, regulatory bodies, industry associations and the roles they should play in the programme.
- 6.7. Engage with the Quality Council for Trades and Occupations (QCTO) for unit standardisation purposes, applicable credits and the NQF levels to formalize and establish the training.
- 6.8. Research international talent development practices and accreditation requirements (Benchmarking).
- 6.9. Developing of criteria for qualifying to participate in the programme and the accreditation required from prospective learners and training providers including TVET colleges.
- 6.10. Determine the per capita cost of recruitment, selection, training, assessment, trainee administration, stipends, external moderation, and learner administration projects in various sites.
- 6.11. Determine the potential job creation that the programme would yield. Identify risks associated with the implementation and recommendation.

- 6.12. Mitigating actions.
- 6.13. The development of a quality management system.
- 6.14. Develop a template for marketing collateral of the programme.
- 6.15. Identify the skills required for being a successful appliance repairer.
- 6.16. Engage importers and distributors of products on the market to participate in the Programme.
- 6.17. Assess similar existing training programmes in the electronics or related industries.
- 6.18. Making a suite of recommendations, including a blueprint implementation plan.

7. DELIVERABLES

The service provider will be required to submit the following:

- 7.1. A detailed Work plan.
- 7.2. An inception report which will be presented to the project steering committee.
- 7.3. Regular progress reports whose frequency will be determined by the Project Leader and Project Steering Committee.
- 7.4. Final report: recommendations, action to undertake, and expected outcomes, impacts and sustainability

The appointed Service Provider and **the dtic** will have an inception meeting at the beginning of the project. The purpose of this meeting will be to discuss and agree on project objectives, methodology, implementation plan, project team, project management and reporting structure and project milestones and deliverables as would have been outlined in the bid proposal.

8. SUBMISSION OF THE FINAL REPORT

The final report should follow the format below:

- 8.1. Three hard copies of the final report.
- 8.2. Electronic copies of the report - pdf and editable formats (word).
- 8.3. PowerPoint Presentation of the final report - pdf and editable version (power point).
- 8.4. Skills transfer report.
- 8.5. Project closeout report.

9. SKILLS TRANSFER

- 9.1. As part of this tender, the service provider is required to provide skills-transfer to build the dtic human resource capacity. The service provider is required to outline the skills transfer plan as part of their proposal.
- 9.2. the dtic will closely monitor the implementation and progress of skills transfer to the dtic employees. This is to adhere to the circular “Findings of the Auditor-General’s report on the use of consultants at selected National Departments” issued by the Department of Public Service and Administration (DPSA). It is stated in the circular that “contracts for the use of consultants should be tied to training and transfer of skills from consultants to departmental staff and that this provision should be optimally applied and monitored.”
- 9.3. The Service provider must have current technical and logistical capacity to perform the work required. To prove this, the Service Provider must provide details of resources and capacity.

10. PROJECT TIMELINES

The project should be completed within 6 months from the date of signing the Service Level Agreement.

11. TECHNICAL EVALUATION CRITERIA

11.1. 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.

11.1.1 BIDDER'S EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>Bidders should demonstrate a clear understanding of the dtic's objectives on Industrial Competitiveness, the Re-imagined industrial strategy and the dynamism of the Electro technical sector and the White Goods industry.</p> <p>The bidder is required to demonstrate their relevant as well as wide experience, knowledge and understanding in the Electrotechnical and White Goods industries within the last five (5) years.</p> <p>The relevant experience should be proven by relevant projects undertaken by providing at least five (5) projects of similar work done within the past five years in the Electrotechnical or the White Goods sector.</p> <p>To substantiate, the bidder must provide:</p> <ul style="list-style-type: none"> • Portfolio of evidence detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects • a minimum of five (5) relevant contactable references of projects (included in the portfolio of evidence) where they provided similar services within the electro technical or White Goods sector value chain. <p>The IDC reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service</p> <p>Refer to Table (a) Annexure 1 of this document for the response format provided.</p>			
Substantiate / Comments			

11.1.2 <u>QUALIFICATIONS</u> OF THE PROJECT TEAM LEADER	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's proposed team leader must have the relevant qualifications.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • Relevant Postgraduate tertiary qualification in either Electronics, Electrical, Mechanical or Industrial Engineering. • The project team leader must also be a Professional Engineer (Pr. Eng.) registered with the Engineering Council of South Africa (ECSA). <p>To substantiate, the bidder must submit, as part of its proposal, a detailed CV of the team leader, which clearly highlights the qualifications and the areas of experience/competence relevant to the tasks and objectives of this project as outlined above.</p>			
<p>Substantiate / Comments</p>			

11.1.3 <u>QUALIFICATIONS</u> OF THE PROJECT TEAM MEMBERS	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's key personnel of the proposed team must have relevant qualifications.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • At least two of the team members (excluding the team leader) must have a relevant tertiary qualification in either Electronics, Electrical, Industrial or Mechanical Engineering. Registration with ECSA will be an added advantage. • The rest of the team members must possess relevant under-graduate qualifications in either economics, business administration or econometrics. • A Postgraduate qualification will be an added advantage. <p>To substantiate, the bidder must submit, as part of its proposal, CVs of team members; and the CVs must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above.</p>			
<p>Substantiate / Comments</p>			

11.1.4 <u>EXPERIENCE</u> OF THE PROJECT TEAM LEADER	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's proposed team leader must have the relevant experience and a clear understanding of the dtic's objectives on Industrial Competitiveness, the Re-imagined industrial strategy and the dynamism of the Electrotechnical and White Goods industries.</p> <p>Good understanding of the appliances industry.</p> <p>Extensive experience in designing and managing of skills development programmes.</p> <p>A minimum of seven (07) years proven record of accomplishment and experience in either electrical, mechanical or the white goods research coupled with project management experience.</p> <p>Good knowledge and understanding of South Africa's Industrial Policy.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • Provide at least five (05) references of previous similar projects (case studies) in the Electrotechnical or White Goods sector, the references should detail the type of project, the period of the project, the magnitude of the project, the role of the proposed project leader and the outcome of the project. Projects should have been conducted within the past seven (07) years. • the CV of proposed team leader; and the CV must clearly highlight areas of experience/competence relevant to the tasks and objectives of this project as outlined above. • Case studies detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects. <p>Refer to Table (b) Annexure 1 of this document for the response format provided.</p>			
Substantiate / Comments			

11.1.5 <u>EXPERIENCE</u> OF THE PROJECT TEAM MEMBERS	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's key personnel of the proposed team must have relevant extensive experience in developing projection models, conducting feasibility studies, benchmarking exercises and project management.</p> <p>Clear understanding of the dtic's objectives on Industrial Competitiveness and Good knowledge and understanding of the Re-Imagined Industrial Strategy.</p> <p>Each team member must have a minimum of four (4) years or more relevant research experience. Good understanding of the dynamism of either the mechanical, electrical or white goods industries, extensive knowledge of, or expertise in economic development research studies.</p> <p>Demonstrate ability in stakeholder mobilization and management, including mediation.</p> <p>Experience in developing skills programmes.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • a minimum of three (3) similar previous projects/references completed by <u>each team member</u> in the past seven (7) years in the Electrotechnical or White Goods sector. The references should detail the type of projects, the period of the projects, the magnitude of the projects, the role of the project team leader and the result of the projects. <p>To further substantiate, the bidder must submit, as part of its proposal, the CVs of team members, CVs must clearly highlight areas of experience/competence relevant to the tasks and objectives of this project as outlined above.</p> <p>Submit case studies detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects.</p> <p>Refer to Table (c) Annexure 1 of this document for the response format provided.</p>			
Substantiate / Comments			

11.1.6 METHODOLOGY AND HIGH-LEVEL WORK PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder is required to clearly stipulate the following as part of their proposed methodology:</p> <ul style="list-style-type: none"> • Step-by-step explanation of the proposed process to reach the end result of this requirement. • Reasons for why a particular methodology was chosen • The pros and cons of the chosen methodology. • Risks and mitigating factors associated with the proposed methodology. • Appropriate research techniques or approaches based on the need to involve and achieve the highest participation rate possible of individual companies'/industry associations into the process. • A list of stakeholders which will be engaged in the process. • An effective stakeholder facilitation and engagement model • Mitigation controls in the event of stakeholder engagement breakdowns or challenges. • Consultation model on how the interaction with relevant government entities, local manufacturers and importers of White Goods will be conducted. <p>In addition to the above, the bidder must provide a detailed project plan and a risk registry. The project plan must include, amongst others key timelines within a period not longer than six (06) months from commencement date. The plan must indicate the key activities, timelines and milestones/deliverables. The bidder is also required to provide a project risk registry.</p>			
<p>Substantiate / Comments</p>			

11.1.7 SKILLS TRANSFER PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>As part of their submission, the bidder is required to provide a skills-transfer plan to build the dtic human resource capacity.</p> <p>The bidder must provide a skills transfer plan that will articulate how skills transfer will take place with the dtic over the period of the project to build capacity in the research methodology relevant to the scope of this project. The plan must also demonstrate relevant tools, knowledge databases and provide research training to nominated staff member(s) of the dtic.</p> <p>As a minimum, this should involve providing research training for two (2) nominated staff member(s) of the dtic at an entry level. The service provider is required to outline a detailed skills transfer plan as part of this proposal which must include, amongst others, the following:</p> <ul style="list-style-type: none"> • An actual plan of how skills will be transferred to nominated officials and associated timelines. • Indication of the stages during the work where the dtic officials will be involved; and • Provide a list of courses/training programmes to be offered to the nominated dtic officials. • Indication of the skills which the nominated dtic officials will acquire after the completion of the project. • After project skills transfer monitoring framework to be utilised by the dtic. <p>the dtic will closely monitor the implementation and progress of skills transfer to the dtic employees. This is to adhere to the circular “Findings of the Auditor-General’s report on the use of consultants at selected National Departments” issued by the Department of Public Service and Administration (DPSA). It is stated in the circular that “contracts for the use of consultants should be tied to training and transfer of skills from consultants to departmental staff and that this provision should be optimally applied and monitored.”</p>			
Substantiate / Comments			

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

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

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

YES	NO
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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 CLEARLY 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 National Treasury Instruction 02 of 2016/2017: Cost Containment Measures 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. The “Guide on Hourly Fee Rates for Consultants” as issued by the Department of Public Service and Administration (DPSA); or Remuneration guidelines issued by professional service organisations or regulatory bodies, may be relevant.		
Substantiate / Comments		

7. COSTING MODEL

Activity/ Deliverable		Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
1	Determining a feasible number of learners to be trained				
2	Determining the training model and the institutional arrangements				
3	Determining a feasible minimum threshold for designated groups who should participate in the programme taking into account the demographics, levels of unemployment and the industry needs.				
4	Determining the ratio between trainees who should be placed in employment post training versus those who should be accredited installers and repairers and be on the OEM databases as entrepreneurs while operating from the containerised workshops				
5	Determining the minimum threshold for participants who should be recruited from tier 2 and 3 cities, townships and rural areas.				
6	Identifying relevant government departments, SETAs, professional bodies,				

Activity/ Deliverable		Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
	regulatory bodies, industry associations and the roles they should play in the programme.				
7	Engaging the Quality Council for Trades and Occupations (QCTO) for unit standardisation purposes, applicable credits and the NQF levels to formalize and establish the training.				
8	Researching international talent development practices and accreditation requirements (Benchmarking).				
9	Developing criteria for qualifying to participate in the programme and the accreditation required from prospective learners and training providers including TVET colleges				
10	Determining the per capita cost of recruitment, selection, training, assessment, trainee administration, stipends, external moderation, and learner administration projects in various sites.				
11	Determining the potential job creation that the programme would yield. Identifying risks associated with the implementation and recommend mitigating actions				
12					

Activity/ Deliverable		Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
	Developing a quality management system.				
13	Developing a template for marketing collateral of the programme.				
14	Identify skills required for being a successful appliance repairer.				
15	Engage importers and distributors of products on the market to participate in the Programme.				
16	Assess similar existing training programmes in the electronics or related industries.				
17	Making a suite of recommendations, including a blueprint implementation plan.				

Activity/ Deliverable	Resources	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Final Reports (Including Skills Transfer and Project Closeout Reports with Power Point Presentation as per specification)				
Other				
Disbursements				
Sub-Total Price (VAT Excl.)				
VAT @ 15% (If applicable)				
Total Bid Price (VAT Incl.)				

Note: Disbursements and any other (additional) costs must be clearly defined (outlining all assumptions) and a detailed breakdown thereof must be provided.

Disbursements

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

Notes on pricing:

- The bidder's price must be inclusive of all costs associated with rendering the service and the price must be fixed for the period of the contract.
- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate "No Charge / Free of Charge". Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

Summary of Costs

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	
Commencement Date	

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document, **T49-12-25** the General Conditions, The Requirement and all other Annexures to the Tender Document, we offer to develop the institutional model for the domestic appliance repairer programme to the IDC, at a total amount of:

R.....(Including VAT)
In words

R.....(Including VAT)

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Tender document. We confirm that IDC will incur no additional costs whatsoever 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 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 tender.

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

SIGNED _____ **DATE** _____

(Print name of signatory) _____
Designation _____

FOR AND ON BEHALF OF:	COMPANY NAME Tel No Fax No Cell No	_____ _____ _____ _____
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SECTION 4: ANNEXURES

Table (c) Details of the bidders' proposed team members experience in the Electrotechnical or White Goods sector: (please refer to par 11.1.4 of Section 2 of this RFP document):

Name and ID number of key staff member	Relevant qualification(s) and any additional/extra courses/Training successfully completed	Number of years' relevant experience in numerical format (Only indicate the number of years performing this specific work / services)	Only relevant previous projects or relevant other proof and relevant references to prove relevant experience and knowledge in field of expertise

ANNEXURE 2: 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 that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	_____

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	_____
Joint Venture/ Consortium	_____
Prime Contractor with Subcontractors	_____
Other	_____

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	_____
Registration Number	_____
Vat registration Number	_____
Contact Person	_____
Telephone Number	_____
cell phone Number	_____
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	_____
Cell phone 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	
Cell phone 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	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Work as a % of the total value of the contract and description of the work	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract and description of the work	

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS			
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.			
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/>	YES <input type="checkbox"/>
2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA?		<input type="checkbox"/>	YES <input type="checkbox"/>
2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/>	YES <input type="checkbox"/>
2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/>	YES <input type="checkbox"/>
<p>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.</p>			
SUPPLIER STATUS	COMPLIANCE	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ² 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

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 they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

² 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.

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 consortium³ 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.
- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ANNEXURE 5: 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.]

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.

2. Trust Information

Should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

<p>Documents necessary to verify the Identity of a Trust</p>	<input type="checkbox"/> Copy of trust deed or other founding document by which trust is created. <input type="checkbox"/> Letters of authority (as issued by the Master of the High Court) <input type="checkbox"/> Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust
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3. Black Shareholders/ Members as per the B-BBEE Certificate

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

4. 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 6: BEE COMMITMENT PLAN

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 Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

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

In terms of the tender condition 8.4, 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:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (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): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
 - 2.1. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 2.2. 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.
3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.
4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 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.
5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 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.
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 not to award a contract or order.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF COMPANY _____

OF: NAME _____

Tel No _____

Fax No _____

Cell No _____

ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

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
1.	<p>Accountability</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	<p>Processing Limitation</p> <p>The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for a justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	<p>Purpose Specification</p> <p>All respective clients, third parties, suppliers and operators and their 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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	<p>Further Processing Limitation</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	<p>Information Quality</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
6.	Open Communication 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"/>
7.	Security Safeguards 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 continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Data Subject Participation 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