

**REQUEST FOR QUATATION (RFQ): SOCIAL FACILITATION SERVICE PROVIDER:  
CLUSTER 2**

**SUPPLIER NAME:** .....

**CSD NO: MAAA** .....

**TEL:** .....

**FAX:** .....

**EMAIL ADDRESS:** .....

**QUOTATION ISSUE DATE: 10 March 2023**

**QUOTATION AMOUNT INCLUDING VAT: R.....**

<b>Quotation Reference No.</b>	<b>IDTECRFQ/02/DOESF/2022/23</b>
<b>Closing Date and Time</b>	<b>22 March 2023 @ 11:00</b>
<b>Compulsory Briefing Session</b>	<b>N/A</b>
<b>Compulsory Briefing Session Address</b>	<b>N/A</b>
<b>Address for submission of RFQ responses into the Tender Box</b>	<p>Palm Square Business Park Bonza Bay Road Silverwood House Beacon Bay East London</p> <p><b>ONLY HARD COPY DOCUMENTS WILL BE ACCEPTED IN A SEALED ENVELOPE PROPERLY MARKED WITH THE QUOTATION NUMBER</b></p>
<b>Technical Enquiries and Submission to:</b>	<p>Name: Laura Rhind-Ndhlovu Tel: (043) 711 6000 Email: LauraN@idt.org.za</p>
<b>Evaluation Criteria</b>	<p>(a) The 80/20 Evaluation System will be used for procuring items with values of R30 000 and above but not exceeding R50 000 000 inclusive of Vat (PPPFA and IDT SCM Policy) Price; and</p> <p>(b) <b>Preference Points</b></p>

<p><b>Compulsory Returnable-Mandatory Documents</b></p> <p><b>N:B: Failure to submit the compulsory requirements will lead to automatic disqualification</b></p>	<ol style="list-style-type: none"> <li>1. Proof of Company registration with the Companies Intellectual Property Commission (CIPC).</li> <li>2. Fully completed and signed SBD 1 - Invitation to bid</li> <li>3. Fully completed and signed SBD 4 - Bidder's disclosure</li> <li>4. Fully completed and signed SBD 6.1 – Preference points claim.</li> <li>5. Fully Completed Fee Proposal in line with the Pricing Instruction as indicated in the bid document.</li> <li>6. Fully Completed and signed Form of Offer and Acceptance</li> <li>7. Originally certified copies of identity documents for company's director(s). Copies should be certified within 3 months prior the closing date of this bid.</li> <li>8. Updated Curriculum Vitae (CV) of at least one company director</li> </ol> <p><b><u>FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION</u></b></p>
<p><b>Non-Mandatory Documents</b></p>	<ol style="list-style-type: none"> <li>9. Central Supplier Database (CSD).</li> <li>10. Originally certified copy of a BBB-EE certificate or sworn affidavit in the prescribed template by DTI.</li> </ol>

<b>Submission documents</b>	<p>Quotations should be hand delivered to:  <b>The Independent Development Trust (IDT)</b>  <b>Palm Square Business Park</b>  <b>Bonza Bay Road</b>  <b>Silverwood House</b>  <b>Beacon Bay</b>  <b>East London</b></p> <p>Submitted in a Marked Tender Box (Reception) before closing date and time</p> <p>Or <b>Couriered</b> and Submitted in the Tender Box before closing date and time.</p>
<b>Pricing</b>	<ul style="list-style-type: none"> <li>• Price must include 15% VAT</li> <li>• Only VAT Registered Vendors may charge VAT</li> <li>• All costs related to the service required must be included</li> <li>• Quotation must be valid for at least 90 days</li> </ul>

## TERMS AND CONDITIONS

- Quotations must be hand delivered on or before the quotation closing date and closing time as shown above. No late quotations will be considered.
- Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
- Only authorized representatives of the supplier may duly sign quotations. The IDT will not accept liability for quotations not duly signed.
- No services may be rendered without an official purchase order issued by IDT.
- The IDT reserves the right to award the quotations in a whole or in part or not to award at all.
- The IDT General Conditions of Contract are applicable for all quotations unless otherwise specified. ([www.idt.org.za](http://www.idt.org.za)).
- Quotations shall be inclusive of VAT (Where Applicable - VAT Vendors)
- Quotations shall be valid for 90 calendar days.
- All costs related to the service to be provided shall be included in the quotation.
- The quotation shall be inclusive of all work expenses as there shall be no additional monies that will be paid by the Employer for this project. As such all work-related risks shall be factored in the bidders' quotation. Price / Fee adjustments shall only be carried out when the construction price changes, as is the norm, and in line with the applicable tariff of applicable professional fees.

## SCOPE OF WORK ON SITE- CONSTRUCTION

**Social Facilitator services required for implementation of Educational facilities around Eastern Cape Province for the following projects:**

NAME OF SCHOOLS	SCOPE OF WORKS
GABAJANA JUNIOR SECONDARY SCHOOL	Construction and Completion of Educational Facility
HLANKOMO JUNIOR SECONDARY SCHOOL	Construction and Completion of Educational Facility
MAMPELAZWE JUNIOR SECONDARY SCHOOL	Construction and Completion of Educational Facility

## PROJECT AIM AND SCOPE

Professional Social Facilitators will be appointed on a contract basis subject to the duration of the project delivery schedule starting from time of appointment till the end of the contract.

**Social Facilitators to participate in the Social infrastructure should reflect on the methodology in realizing the following:**

- Stakeholder Mobilisation, Management and Coordination.
- Recruitment and involvement of local labour and Small Medium and Micro Enterprises (SMME). Please note SMME's on social infrastructure projects will only apply on projects from R30m and above.
- Creating enabling environment for training, job creation and enterprise development.
- Strategic partnerships and networking and development integration.
- Communication Strategy.
- Conflict Resolution and Management.
- Capacity building for local structures and communities.
- Effective reporting.
- Exit strategy.

## **EXPECTED DELIVERABLES AND OUTCOMES**

### **Deliverables**

The following are expected deliverables:

- Stakeholder involvement
- Local labour and Local SMME participation
- Mini-community profile
- Established and trained Project Steering Committee (PSC) and Community Liaison Officer (CLO) and their effective operations
- Risk management plan and report
- Capacity development programme
- Structured communication and coordinated local development
- Credible monthly labour records
- Local labour and SMME database
- Monthly Reporting and close out report

### **Outcomes**

- Community readiness to receive and own development initiative e.g. schools.
- Community institutional capacity.
- Enhanced community participation.
- Effective communication amongst stakeholders.
- Improved community's control over development.
- Increased community action and reduced dependency.

## REQUIREMENTS

In order to be eligible to participate, Social Facilitators should submit bid documents that meet the following requirements:

### Qualifications:

Originally certified copies of relevant bachelor's degree or B-Tech in Social Sciences, Development Studies, Human Sciences of at least one company director.

- Copies should be certified within 3 months prior the closing date of this bid.
- Minimum experience of four (4) years in **social facilitation**, however, for mega or complex project, more experience might be required during request for quotations.

## EVALUATION CRITERIA

The evaluation criteria will be in two stages.

- **Stage 1:** Administrative compliance (above mentioned requirements).
- **Stage 2:** Functionality

FUNCTIONALITY EVALUATION	POINTS
<b>Total functionality points attainable</b>	<b>100</b>
Track record on completed projects	30
References	15
Approach and methodology reflecting understanding as per <b>PROJECT AIM AND SCOPE</b>	20
Competencies (updated curriculum vitae)	15
Qualifications	20

**Please note:** Bidders are to obtain a minimum of **60 points** of the total functionality points to be evaluated further for **preference points**

## BREAKDOWN OF FUNCTIONALITY POINTS

### Relevant Project Specific Track Record

The bidder must attach a list of completed projects within the past 5 years, that is between 2018 and to date. Attached projects must have a clearly described scope of work to ascertain whether it is a social infrastructure or social development project. Client letter of appointment must be attached as a proof of exposure to nature of work. The table below illustrates how points to a maximum of the 30 are allocated. An IDT reference template is attached and please stick to this template in this regard and **do not write see attached**.

Criteria	Points
Maximum of 4 infrastructure projects within a period of 5 years	30
3 infrastructure projects within a period of 5 years	20
2 infrastructure projects within a period of 5 years	10
1 infrastructure project within a period of 5 years	5
No submission	0

### References

All projects listed for infrastructure project track record must be substantiated by references from the Client to ascertain the performance of the bidder and confirmation that the project is complete. An IDT reference template is attached and please stick to this template in this regard and **do not write see attached**.

Criteria	Points
Good references for all 4 projects listed	15
Good references for 3 projects listed	12
Good references for 2 projects listed	8
Good references for 1 project listed	4
No submission	0

### 8.3 Approach & Methodology

The bidder must attach a proposal clearly articulating understanding of all items listed in **project aim and scope - methodology**.

Criteria	Points
<b>Very Good</b> – Approach & Methodology that address all items listed in clause 4 above (project aim and scope - methodology).	20
<b>Good</b> – Approach & Methodology that address majority but not all items listed in clause 4 above (project aim and scope - methodology).	15
<b>Fair</b> – Approach & Methodology that address minority of the items listed in clause 4 above (project aim and scope - methodology).	10
<b>Poor</b> – Approach & Methodology that does not address items listed in clause 4 above (project aim and scope - methodology).	5
No submission	0

### 8.4 Competencies

Bidders must submit competencies by means of an updated curriculum vitae (CV)

Criteria	Points
An updated CV of at least one company director with 6 or above years of experience.	15
An updated CV of at least one company director with 4 or above years of experience.	10
Non updated CV	5
No submission	0

### 8.5 Qualifications

Originally certified copies of relevant qualifications as reflected under clause 6 above; certified within 3 months prior the closing date of this bid. The table below illustrates how points to a maximum of the 20 are allocated.



Criteria	Points
Relevant Bachelor's Degree or B-Tech in Social Sciences, Development Studies, Human Sciences of at least one company director.	20
Relevant Diploma in Social Sciences, Development Studies, Human Sciences of at least one company director.	10
No submission	0

## CONDITIONS RELATED TO REQUEST FOR BID DOCUMENT

The following conditions apply:

- Your bid document must be submitted no later than the "Closing Date" stated on the above cover page and as stated below. Any bid document received after that date will be rejected
- Your bid document must show the bidder's complete legal name and business and mailing addresses.
- Bidders shall, under no circumstances, cooperate or exchange any information whatsoever in the preparation and submittal of their respective bid document.
- Bidders shall have no right to any information provided by another bidder and must not solicit any such information from any source or disclose any aspect of their bid document to any other bidders.
- This RFP creates no obligation whatsoever on the part of IDT;
- IDT may amend, recall, or revise the RFP at any time;
- All bid documents submitted in response to this request for this bid shall become the property of IDT;
- IDT is also free to accept or reject, in whole or in part, any and all bids in the exercise of our sole judgment and discretion;
- All costs or expenses incurred in the preparation of this bid shall be borne by the bidder;
- The bid with all required attachments shall be delivered and deposited in a tender box as per the address below:

***Independent Development Trust, Palm Square Business Park, Silverwood House, Bonza Bay Road, Beacon Bay, East London***

- No emailed or faxed bids will be accepted and late submission of bids will not be accepted.
- IDT selection of qualifying bidders shall be at IDT's sole discretion and shall be final;
- IDT does not bind itself to accept any particular bid and no correspondence related to non-acceptance of bid will be entered into;



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Bonza Bay Road  
Silverwood House  
Beacon Bay  
East London  
Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)

- There will be no public opening of the bids.

#### **DISCLAIMER**

- (i) IDT reserves the right to cancel or withdraw this expression of interest without prior notice and without furnishing any reasons whatsoever.
- (ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to bid.

**The Award of this RFQ may be subjected to price negotiation with the preferred supplier /service provider**

I / We, the undersigned, hereby agree to provide all services at the price quoted and under the Terms and Conditions of Quotation shown in this Invitation Document.

Name: .....

Authorized Signature: ..... Company

Date: .....

COMPANY STAMP

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be **completed by the Client**

**PROJECT 1:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Capability to design, implement and manage social facilitation methodology				
Timeous delivery of targets				
Timeous co-operation during the contract				
Quality of service				
Quality of social facilitation reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be **completed by the Client**

**PROJECT 2:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Capability to design, implement and manage social facilitation methodology				
Timeous delivery of targets				
Timeous co-operation during the contract				
Quality of service				
Quality of social facilitation reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be completed by the Client

**PROJECT 3:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Capability to design, implement and manage social facilitation methodology				
Timeous delivery of targets				
Timeous co-operation during the contract				
Quality of service				
Quality of social facilitation reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

## EVALUATION SCHEDULE: CLIENT REFERENCES

The Tenderer shall provide details of his performance on each of the previous projects listed in the “Relevant Experience” returnable schedule. “Client Reference Scorecards” will be completed by each of the respective Clients for the projects listed in the “Relevant Experience” returnable schedule. Forms not signed, stamped and completed by the client will result in no allocation of points (zero points).

The following are to be **completed by the Client**

**PROJECT 4:**

**Name of Project:**.....

**Name of Firm/Bidder:**.....

**Client/Client Department:** .....

**Contract Amount:**.....

**Contract Duration:** .....

**Actual Contract Duration:** .....

Description / Performance	Poor (0)	Fair (3)	Good (5)	Excellent (6.667)
Capability to design, implement and manage social facilitation methodology				
Timeous delivery of targets				
Timeous co-operation during the contract				
Quality of service				
Quality of social facilitation reports				
Performance of resources				
Technical experience of resources				

Any other remarks considered necessary to assist in evaluation of the Tenderer?

**Name of Client Representative:** .....

**Designation:** .....

**Telephone:** .....

**Client Signature:** .....

**Date:** .....

Stamp

### **EVALUATION SCHEDULE: RELEVANT PROJECT SPECIFIC TRACK RECORD**

The Tenderer shall provide details of own performance on each of the previous relevant projects. Bidders must provide/attach appointment letter and Client letter of appointment must be attached as a proof of exposure to nature of work.

Failure to complete the table below will result in no points allocated. **No “see attached” will be accepted**

LIST THE FOUR SIMILAR PROJECTS COMPLETED BY YOUR FIRM IN THE LAST FIVE (5) YEARS			
<i>Name of Project Completed and Scope of work</i>	<i>Name of Project Manager &amp; Telephone no.</i>	Name of Client & Telephone no.	<i>Value of Project</i>
Project 1:			
Project 2:			
Project 3:			
Project 4:			



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Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)



## **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE  
GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN  
RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT  
REGULATIONS, 2022**

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### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
<b>TARGETED GROUP</b>		
Women 100% Ownership	3	6
Youth 100% Ownership	3	6
People with Disabilities 100% Ownership	2	4
Black Male 100% Ownership	2	4
<b>Total points for Price and Specific Goals</b>	<b>100</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 1. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS Page 3 of 5

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps=80(1-Pt-PminPmin)$	<b>or</b>	$Ps=90(1-Pt-PminPmin)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80(1 + P_t - P_{max}P_{max})$	<b>or</b>	$P_s = 90(1 + P_t - P_{max}P_{max})$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, *then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.*

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to organs of state:** Where either the 90/10 or the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

**Note to tenderers:** The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

**Source Documents to be submitted with the Bid or RFQ**

- \*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- \*Woman (Originally Certified ID Document)
- \*Youth (Originally Certified ID Document)
- \*People with Disability (Letter from the Dr. Confirming the Disability)
- \*Black Ownership (Originally Certified ID Document)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## SBD 1

### PART A

#### INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>IDTECRFQ16/DOEOHS/2022/2023</b>		CLOSING DATE:	<b>5 December 2022</b>	CLOSING TIME: <b>11H00</b>
DESCRIPTION	<b>Construction and Repairs</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Bonza Bay Road Silverwood House Beacon Bay 5205					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nomnikelo Dyasi		CONTACT PERSON	Mathongo Hesewu	
TELEPHONE NUMBER	(043) 711 6000		TELEPHONE NUMBER	(043) 711 6000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Nomnikelod@idt.org.za		E-MAIL ADDRESS	mathongoh@idt.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		





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East London  
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Website: [www.idt.org.za](http://www.idt.org.za)

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.**

## SBD 1

### PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## SBD 4

# BIDDER'S DISCLOSURE

## 2. 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.

## 3. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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



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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

## **1. Background:**

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; “The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life”.

The Independent Development Trust (IDT) received instruction from The Eastern Cape Department of Education (ECDoE) to appoint Social Facilitation consultant for construction and completion of the educational facilities.

## **2. Purpose:**

The IDT is therefore embarking on a project to partner with a service provider to render Social Facilitation services for construction and completion of the educational facilities

## **3. The “RFQ” process to be followed:**

The RFQ will be evaluated against the Preferential Procurement Policy Framework of 2017 (“PPPFA”). The evaluation will be done in the following phases in order to shortlist and rank respondents.

Phase 1 – Pre Qualification Criteria- Mandatory documents

Phase 2 – Price and B-BBEE evaluation (80/20)

### COMPULSORY REQUIREMENTS:

Bidders will first be evaluated in terms of the criteria set out below:

Bidders who do not meet all the requirements will be disqualified. Bidders who meet all the requirements will be further evaluated on Price and BBBEE (Phase 2).

a) Valid proof of professional indemnity (Minimum of R1 million)

b) Completed and signed:

- SBD 1
- SBD 4
- SBD 6.1

Service Provider must please ensure that you have attached all the above documents before submitting your RFP.

### Pricing and BBB-EE

80/20 preferential procurement system to be utilized as per PPPFA 2017. The project is below R50m.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

### Source Documents to be submitted with the Bid or RFQ

- \*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- \*Woman (Originally Certified ID Document)
- \*Youth (Originally Certified ID Document)
- \*People with Disability (Letter from the Dr. Confirming the Disability)
- \*Black Ownership (Originally Certified ID Document)

## 6.1. Payment Terms

- The IDT undertakes to pay an original and valid tax invoices in full within thirty (30) days from date of invoice;
- All supporting documents for services rendered should be submitted together with the tax invoices by the first (25<sup>th</sup>) of every month;
- All tax invoices must include the IDT Vat number and
- Valid tax invoices for all services rendered are to be submitted to the IDT Eastern Cape office reception.

**THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST OR ANY BID AND RESERVES THE RIGHT TO ACCEPT ANY BID IN WHOLE OR IN PART**

## PRICING DATA

### PRICING INSTRUCTIONS

- |  |
|--|
| <ol style="list-style-type: none"> <li>I. Disbursement cost, if any, shall be paid on a proven incurred cost basis in line with applicable guidelines as per the National Department of Public Works and Infrastructure (NDPWI) "Rates for Reimbursable Expenses".</li> <li>II. <b>The base town for the projects shall be East London as such all disbursement related cost will be referenced to East London IDT (<i>only applicable where the bidder's offices are located further away from East London</i>)</b></li> <li>III. <b>No travelling and time related claims shall be applied for sites / towns within 50km of the base town / service provider's office address</b></li> </ol> |
|--|

## 1. FEE PROPOSAL

The quotation shall be based on the work to be performed on site by the Social Facilitation Service Provider and shall include all relevant allowances for unforeseen risk associated with the work of this nature. The quotations shall cover for all work to be carried out by the Social Facilitation Service Provider including, but not limited to, Reports, Various Site meetings, etc.



## FEE GUIDELINE FOR APPLICABLE PROFESSIONAL SERVICES (SF)

Fees shall be quoted per work stage as indicated in the table below.

The quotation shall be prepared in the manner as indicated below;

### **GABAJANA JUNIOR SECONDARY SCHOOL**

#	Item Description	Unit	Quantity	Rate	Amount
1	1.1 Stakeholder Involvement (briefing about the project)	item	1		
	1.2 Mini Community Profiling	item	1		
	1.3 Formation of Project Steering Committee (PSC)	item	1		
	1.4 Recruitment of a CLO in conjunction PSC, SGB and Contractor	item	1		
	1.5 Engagement of Local Municipality seeking their database of SMMEs for rendering services in the project	Item			
	1.6 Arrangement of skilled & unskilled training of local labour, to be provided by training providers accredited with CETA	item	1		
	1.7 Management of appointed training provider	item	1		
	1.8 Capacity building of SGB and PSC	item	1		
	1.9 Collation of creditable labour reports from Main Contractor and Sub Contractors, <b>in both IDT BRF &amp; DPW EPWP templates</b> . Then submit on time to the Principal Agent (PA) & IDT	monthly	6		
	1.10 Participation in monthly progress site meeting	monthly	6		
	1.11 Monthly reporting to Principal Agent and IDT	monthly	6		
	1.12 Close out report to PA & IDT	item	1		
	<b>Sub Total</b>				
2	Add 15% VAT				
3	<b>Grand Total</b>				

4		
---	--	--

### **HLANKOMO JUNIOR SECONDARY SCHOOL**

#	Item Description	Unit	Quantity	Rate	Amount
1	1.1 Stakeholder Involvement (briefing about the project)	item	1		
	1.2 Mini Community Profiling	item	1		
	1.3 Formation of Project Steering Committee (PSC)	item	1		
	1.4 Recruitment of a CLO in conjunction PSC, SGB and Contractor	item	1		
	1.5 Engagement of Local Municipality seeking their database of SMMEs for rendering services in the project	Item			
	1.6 Arrangement of skilled & unskilled training of local labour, to be provided by training providers accredited with CETA	item	1		
	1.7 Management of appointed training provider	item	1		
	1.8 Capacity building of SGB and PSC	item	1		
	1.9 Collation of creditable labour reports from Main Contractor and Sub Contractors, <b>in both IDT BRF &amp; DPW EPWP templates</b> . Then submit on time to the Principal Agent (PA) & IDT	monthly	6		
	1.10 Participation in monthly progress site meeting	monthly	6		
	1.11 Monthly reporting to Principal Agent and IDT	monthly	6		
	1.12 Close out report to PA & IDT	item	1		
	<b>Sub Total</b>				
2	Add 15% VAT				
3	<b>Grand Total</b>				
4					

**MAMPELAZWE JUNIOR SECONDARY SCHOOL**

#	Item Description	Unit	Quantity	Rate	Amount
1	1.1 Stakeholder Involvement (briefing about the project)	item	1		
	1.2 Mini Community Profiling	item	1		
	1.3 Formation of Project Steering Committee (PSC)	item	1		
	1.4 Recruitment of a CLO in conjunction PSC, SGB and Contractor	item	1		
	1.5 Engagement of Local Municipality seeking their database of SMMEs for rendering services in the project	Item			
	1.6 Arrangement of skilled & unskilled training of local labour, to be provided by training providers accredited with CETA	item	1		
	1.7 Management of appointed training provider	item	1		
	1.8 Capacity building of SGB and PSC	item	1		
	1.9 Collation of creditable labour reports from Main Contractor and Sub Contractors, <b>in both IDT BRF &amp; DPW EPWP templates</b> . Then submit on time to the Principal Agent (PA) & IDT	monthly	6		
	1.10 Participation in monthly progress site meeting	monthly	6		
	1.11 Monthly reporting to Principal Agent and IDT	monthly	6		
	1.12 Close out report to PA & IDT	item	1		
	<b>Sub Total</b>				
2	Add 15% VAT				
3	<b>Grand Total</b>				
4					

Name of School	Total Fees & Disbursement
GABAJANA JUNIOR SECONDARY SCHOOL	
HLANKOMO JUNIOR SECONDARY SCHOOL	
MAMPELAZWE JUNIOR SECONDARY SCHOOL	
<b>Sub-total</b>	
<b>GAND TOTAL (incl. VAT)</b>	

**Total to be carried to offer and acceptance form**

## **FORM OF OFFER AND ACCEPTANCE**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**PROVISION OF OCCUPATIONAL HEALTH AND SAFETY SERVICES FROM QUALIFYING AND EXPERIENCED ENTITIES FOR THE PROVISION OF PROFESSIONAL OCCUPATIONAL HEALTH AND SAFETY (OHS) SERVICES FOR THE CONSTRUCTION AND REPAIRS AT LINGELETHU JUNIOR PRIMARY SCHOOL, MAMPELAZWE JUNIOR SECONDARY SCHOOL AND MAQEBEVU PRIMARY SCHOOL FOR THE EASTERN CAPE DEPARTMENT OF EDUCATION.**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS: .....**

.....  
Rand (in words); R ..... (in figures) **INCLUDING VAT**

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature ..... Date .....

Name ..... Identity number .....

Capacity .....

### **for the tenderer**

(Name and .....  
address of organization) .....  
Name and  
signature .....  
of witness .....

**NOTE: Failure of a Bidder to complete in full and sign this part of the tender form (offer) will invalidate the tender offer**

## **FORM OF OFFER AND ACCEPTANCE**



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Beacon Bay  
East London  
Tel: 043 711 6000  
Website: [www.idt.org.za](http://www.idt.org.za)

## Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature .....	Date .....
Name .....	Identity number .....
Capacity .....	

**for the  
Employer**      The Independent Development Trust (IDT)  
Palm Square Business Park  
Bonza Bay Road  
Silverwood House  
Beacon Bay  
East London

Name and signature of witness .....	Date .....
---	------------