



Glenwood Office Park  
Cnr. Oberon & Sprite Streets  
Faerie Glen 0043  
PO Box 73000, Lynnwood Ridge 0040  
Tel: (012) 845-2000 - Fax: (012) 348-1089  
Website: [www.idt.org.za](http://www.idt.org.za)

## INVITATION TO BID

### BID FOR THE PROVISION OF SUITABLE OFFICE SPACE FOR THE IDT NATIONAL OFFICE

**BASED IN PRETORIA FOR AN INITIAL PERIOD OF SIXTY( 60) MONTHS WITH AN OPTION TO EXTEND FOR ANOTHER 60 MONTHS**

**Bid No: IDT/HR/FAC/2023/2027**

#### CLOSING DATE

The completed Bid Document, sealed in an envelope and clearly endorsed

“IDT NATIONAL OFFICE”

must be placed in the Tender Box situated at the entrance to the offices of the IDT

(C/O OBERON & SPRITE STREET FAERIE GLEN)

By no Later than 12h00 on Friday, 02 September 2022

#### BIDDER'S INFORMATION

*(Must be completed by Bidder)*

Company Name	
Contact Person	
Cell / Tel Number	
Fax Number	
E-mail Address	

Prepared By:  
The Independent Development Trust  
Glenwood Office Park  
Cnr. Oberon & Sprite Streets  
Faerie Glen 0043  
Tel: (012) 845-2000 - Fax: (012) 348-1089  
Website: [www.idt.org.za](http://www.idt.org.za)

\_\_\_\_\_  
Signature of Bidder

# **PART 1**

## **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE NATIONAL OFFICE SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids will be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited and will lead to disqualification.
14. Bids will be opened in public and closing register will be send to all bidders by close of business day
15. Bidders may submit a maximum of three offers(buildings) per Bid, each offer will be adjudicated as a separate Bid utilising the entirety of this document per offer.
16. Allowable area demarcation west of Solomon Mahlangu (N4 )also West of De Villebois Marieull (R21); North of John Vorster (N1); South of N4 (N1),East of Jan Shoba.

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## 1. INTRODUCTION

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by its Deed of Trust, the Public Finance Management Act (Act No. 1 of 1999), as amended by Act of No. 29 of 1999 (PFMA) and other relevant legislative frameworks. The IDT is mandated to support government in development programmes implementation across the three spheres of government. Its primary focus is on social infrastructure programmes delivery management, i.e. schools, hospitals, courts and traditional service centers, etc.

## 2. CONTEXT

The IDT is a Schedule 2 State owned entity which manages the implementation and delivery of critically required social infrastructure programmes on behalf of government. The IDT is committed to ensuring the implementation of the Codes of Good Practice. The IDT reports to the Minister of Public Works and Infrastructure who is a Shareholder representative and its Executive Authority. The IDT's national office is located in Pretoria and has regional offices in all of the country's nine provinces.

## 3. PURPOSE

The purpose of this bid is to find suitable offices accommodation for the IDT National office based in Pretoria from commercial office Owners and/or brokers

## 4. OFFICE SPACE NEEDS: BROAD DESCRIPTION

The premises shall be used as the National Administration Offices. The IDT requires approximately 4500 sq. of lettable space as measured by the SAPOA method of measuring and calculating spaces.

It is envisaged that an initial 60-month contract will be established between the commercial office Owners and/or brokers and the IDT with an option to renew for another 60 months. The office space is required to house offices, consulting rooms, boardrooms, IT server rooms; filing rooms and storage facilities which complies with the OHS Act and Regulations with specific reference to the Facilities- Electrical- Fire and Safety Regulations. The building should naturally also include staff rooms, reception area, visitor's waiting area, ample pause areas, ablution facilities and kitchens. Should the facilities to be provided be suitable in area requirements but not in layout suited to the IDT. The Bidder should be able to provide a white box solution with retro fitting to IDT requirements following a successful conclusion of service level agreement (SLA) at no additional cost to the IDT.

The Premises must also be close to amenities including Community Service Centers, clean and tidy and free from construction workers and street vendors.

It is realized that no office block will be the same in all aspects but the IDT is searching for a space that will be **fit for purpose**. "Fit for purpose" will ultimately be the main driver in selecting the most suitable office space for the IDT. Conceptually the office space should offer space for seven specific groupings for sound workflow purposes. Below the groupings namely:

- OFFICE OF THE CEO. Grouped with the Office of the CEO the following
  - Trust Secretariat
  - Internal Audit
  - Company performance office performance office
  - Risk and Compliance
- FINANCE
- SCM
- DPSU
- CORPORATE SERVICES UNIT. Grouped within CSU are HR, IT, ADMIN and FAC as well as LEGAL services
- GAUTENG REGIONAL OFFICE
- EPWP

Final layout and space planning will be undertaken by the successful bidder in cooperation with IDT technical staff and Cooperate Services

Due to the nature of work there is a high demand for parking space, both for employees and regular visitors. It would be preferable if ample covered parking will be dedicated and secured, as per prevailing zoning and building classification regulations SANS 10400 part A and SAPOA requirements for grade A and/or P office space

Listed in paragraph 5 and 6 is the current occupied office space for consideration by the bidder.

## 5. CURRENT OFFICE SPACE DESCRIPTION

AREA	SQM	PARKING	COMMENTS
GROUND FLOOR	2 363m <sup>2</sup>		
FIRST FLOOR	2 214m <sup>2</sup>		
BASEMENT	2 259m <sup>2</sup>	81 Bays	Include Lift, Archive, Large store room, Security room Cleaners store room and staircase to foyer/ reception area.
OPEN PATIOS	497m <sup>2</sup>		
OPEN. EXT PARKING BAYS		160	Staff + Visitors
SAOPOA GRADE	A		
Staff Component @18m <sup>2</sup> /pax	4 500m <sup>2</sup>		250 pax

## 6. CURRENT OFFICE SPACE ALLOCATION

AREA	OFFICE	OPEN PLAN	STORE/FILING	CONSULTING ROOMS	BOARD ROOM	ABLUTION	KITCHENS	LIFT	REMARKS
OFFICE AND COMPLEX									ACCESS CONTROL GUARDING IFRA RED BEAMS ELECTRIC FENCE
BASEMENT			2					YES	ACCESS CONTROL ARCHIVE FIRE DETECTION GUARD ROOM
GROUND FLOOR			2		3	5	4	YES	1 x disabled ablution ACCESS CONTROL
Reception		1		2					2 x Small meeting rooms ACCESS CONTROL
OCEO	3	1	1		1				Include reception area ACCESS CONTROL <b>EXEC OFFICE</b>
Int Audit	2	1	1						
Risk and C	2								
Legal	4		1						ACCESS CONTROL
Corp Perf	1								
COY SECR	3		1						PA DESK/ WALK IN SAFE
PMSU	19	1	3	1					<b>EXEC OFFICE</b>
MIDRAND	(9)	(1)	(2)						Share with PMSU
<b>SUB TOT</b>	<b>36</b>	<b>4</b>	<b>10</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>4</b>		
<b>1<sup>ST</sup> FLOOR</b>						2		YES	ACCESS CONTROL
HEAD CSU	1			1					<b>EXEC OFFICE</b>
HR	6	1	1						
Adm + Fac	3		1						
Communications	2		1						
IT	1	1							SERVER ROOM
FINANCE	7	2	2						<b>EXEC OFFICE (CFO)</b>
SCM	5	1	1						
EPWP	3	1							
<b>SUB TOT</b>	<b>26</b>	<b>6</b>	<b>4</b>	<b>1</b>		<b>2</b>	<b>2</b>		
<b>TOTAL</b>	<b>62</b>	<b>10</b>	<b>14</b>	<b>5</b>	<b>3</b>		<b>6</b>		

## 7. SPECIFICATIONS:

The bid shall include costing for both under cover secure parking and lettable office space requirement as listed below:-

GENERAL REQUIREMENTS
The office must be accessible by disabled persons and conform to SANS 10400 Part T and S for disabled persons
The Office must be well secured
The offices must provide separate ablution facilities for males (including 6 Urinals 3 on ground floor and 3 first floor) and females and make provision for the disabled persons as per part P and Part S of SANS 10400
The offices space required is atleast 4500 square meters and must have at least 160 secured under cover parking bays all the time (24/7) - Required parking bays per 100m2 office space = 4
Fresh Air AC circulation as per SANS10400:2011 Part O and V
Public transport Drop off no more than 600m away (Bus/Gautrain and Gautrain bus/Taxi)
Wet points for the provision of kitchenettes at the rates of 1 per 40 pax
Highway (National Road) onramp access no more than 5km away

Required Grade for Office Leasing as per SAPOA – A or higher
SANS 10400 XA Glazing
<b>ELECTRICAL REQUIREMENTS</b>
SANS 10400 XA certified space
Office lighting at minimum 400 lux
Fluorescent T8 lighting or higher (LED)
Motion Sensor Switching in all areas except circulation spaces
Main Electrical Line per power skirting
UPS dedicate line per power skirting
Dedicated Generator back-up for a minimum of 6 hours running time per day during office hours (08h30 – 17h00).
Maintenance / Fuel/and upkeep of backup power to be specified by the successful bidder
Certificate indicating safe working condition of lifts Certificate of Compliance (COC)
<b>IT REQUIREMENTS</b>
Dedicated Server room 2Hr Fire rated
Server Room AC to maintain 18-20°C
1 Gb/s (bit) Main Fibre line.
PABX Backbone Min CAT 6 Pref Fibre
WAN WIFI Network Pre installed 1/100 m <sup>2</sup> or 1/50m <sup>2</sup> Support with Installation and set up
Dedicated earthing line to UPS
Extend Earth to cabinet with a minimum of 2.5 mm <sup>2</sup> copper cable bonded to existing earth bar
Provide AC Isolator 1 x 32 Amp connected to main DB ±1.8m from the floor with COC
Power Distribution Unit (PDU) ground terminal is earthed.
<ul style="list-style-type: none"> <li>• 1 x 16 Amp, 220V AC socket (on UPS if available) for Telkom transmission equipment (reserve)</li> <li>• 1 X 5 Amp, dedicated circuit breaker. 50V DC (48V-52V) with Positive Earth(reserve)</li> <li>• 1 X 16 Amp, standard 220V AC wall socket outlet (Earth Leakage protected) for testing equipment. (reserve)</li> </ul>
<b>SECURITY REQUIREMENTS</b>
Security must have the option to utilize installed <b>access control, CCTV, infra-red control and Master key door locking system</b> systems of the building autonomously or to replace or enhance the system according to own needs
Security must have the option to utilize installed access control systems to the <b>parking areas</b> autonomously or to replace or enhance the system according to own needs
A <b>Security office</b> is required for nightshift guards for monitoring purposes
All external doors should be fitted with <b>security graded strike locks and door closers</b>
All Security <b>installations made by the IDT belongs to the IDT</b> and may be cannibalized on expiry of the contract

## 8. ACCESS TO LEASED PROPERTY

The proposed leased property must be made available in good condition and clean bearing in mind latent defects to be identified at least for 90 days after occupation date.

## 9. PROOF OF OWNERSHIP

Proof of ownership of the proposed properties must be submitted together with the bid documents.

## 10. PENDING LITIGATIONS

All bidders must provide details of all pending litigations relating to the proposed property and land if any.

## **11. COMPLIANCE ELECTRICAL CERTIFICATE OF PROPERTY**

An electrical certificate not older than 3 months, must be submitted together with the bid document.

## **12. PARTITIONING OF THE OFFICES:**

Partitioning of the offices in line with the requirements of the IDT will be the responsibility of the landlord as per the requirement provided for by the IDT. The partition should be completed before the IDT takes occupation.

The bidder is required to confirm that it will hold its proposal valid for a period of 90 days from the date of closing the tender, during which time it will maintain without change their proposed rates and prices.

**The service provider will be required to: -**

- Demonstrate and sustain quick response in terms of complaints with regards to structural related issues such as the conditions of the building, roof leakages, structural defects, etc.
- The building must be a water tight building (No roof leakage or structural defects)
- It is the Service Provider's responsibility to provide monthly rental and utility bill invoice by the 15th day of each month to be paid end of the month or first week of the following but before the 07<sup>th</sup>.

## **13. PRICE SCHEDULES INCLUDING VAT**

A cost estimate for the contract period of 60 months which include: -

- o The monthly rental fee for the office space and parking bays MUST be separated from the monthly rental utility bills
- o The applicable annual escalation rate must be indicated in the tender document
- o Total quotation must be inclusive of VAT and must be in ZAR (Rands).
- o The IDT reserve the right to extend the initial 60 months period.
- o Bidders must provide details of the office location and physical address for inspection purposes before the evaluation process is finalised.

## **14. TARRIFS/ DISCOUNT ADJUSTMENTS**

The successful bidder must indicate annual escalations adjustments in the bid document if any.

## **15. TRANSACTION / SERVICE FEES**

- a. The successful bidder must submit a detailed breakdown of service fees per month and per annum for a period of 3 consecutive years. (Rental, utility bills, parking, sewerage, refuse removal, rates and taxes).
- b. An indication of Value Added Tax (VAT) must be explicitly clear on the fees.
- c. The costing structure must be clearly indicated.



## 16. SERVICES TO INCLUDE IN RENTAL

- a. Drywall and Door Fit out to tenant requirements
- b. Painting and Branding
- c. Cleaning of Offices
- d. Landscaping
- e. Perimeter/Office Park Access Control
- f. Maintenance/Plumbing/Repair
- g. AC Maintenance

## 17. PHASE 1 - REQUIRED INFORMATION (COMPULSORY)

<b>MANDATORY(All copies submitted must be certified)</b>	<b>YES</b>	<b>NO</b>
Copy of the deeds registration ( proof of ownership)		
Letter of undertaking between the owner and the registered Agent		
Compliance with the proposed demarcation		
Completion and signed SBD 1A and B		
Completion and signed SBD 4 ( Bidders declaration) and SBD 6.1		
Occupational certificate		
SAPOA rating certificate		
All applicable COC certifications ( Electrical, fire system,		
Compulsory briefing attendance ( signed register)		
Disabled Access facility		

<b>NON MANDATORY</b>		
<b>CIPC ( proof of company ownership)</b>		
<b>SARS pin</b>		
<b>CSD ( central supplier database</b>		
<b>Pictures of the office building in colour include(parking, basement if any, the inside of the building</b>		
<b>ID copies of Directors</b>		

## 18. RESPONSIBILITIES OF THE SERVICE PROVIDER

- The shortlisted bidder must arrange relevant site inspection of the property however the IDT reserves the right to conduct such visits in the absence of the successful bidder; this will be noted and collated to a formal snag list and kept for record purposes;
- Site visits to the proposed offices will be conducted by the IDT on shortlisted bidders.

## 19. REQUIRED KNOWLEDGE, SKILL AND EXPERTISE

The service provider must have proficient knowledge and experience in the following areas: -

- Knowledge and understanding of corporate office space and cotemporary space planning methodologies;
- Understanding of National Building regulations

## 20. METHOD OF BID SUBMISSION

- a. This information is not required in the tender document
- b. Bids must be submitted in hard copy, in a sealed envelope and must be clearly marked with the bid discription and bid number
- c. Only one original copy of the bid must be submitted
- d. Tender submissions will require at a minimum the following:
  - Executive summary;
  - Approach to property management;
  - Indication of technical and support systems;
  - Bid price for 60 months / 5 years

## 21. EVALUATION PROCESS

- a. Bids will be evaluated in accordance with the IDT's Supply Chain Management Policy, and applicable National Treasury Regulations.
- b. The bid will be evaluated on functionality, price and BBBEE. A bidder that scores less than 70 points on functionality will not be evaluated further on price and BBBEE.

**Phase 2: Functionality Criteria.** The functionality criteria will be evaluated as follows:

- General requirements
- Electrical Requirements
- IT Requirements
- Security Requirements
- Benefits
- Facilities
- Site visit and presentations

**PHASE 3: Price.** Phase 3 will be evaluated on price and BBB-EE .

### PRICING STRUCTURE

Fee Type	COST (Vat Inclusive) 'Rand Value' <b>A</b>	Estimated Units <b>B</b>	Total Estimated Cost per month (Vat Inclusive) (R') <b>A x B</b>
Parking Bays (price for parking bays should form part of pro rata rates for GLA office space rates per m <sup>2</sup> )		160	
Operating / admin costs (levies rates & taxes ,electricity ,cleaning ,sanitation, guarding service,			
Rental per square meter (sqm)		4500	
<b>Total Vat Inclusive</b>			<b>R</b>

- Please fill in the amounts including VAT clearly and legibly.
- Only firm prices will be accepted.
- The above pricing will be used for purposes of evaluation and contracting.
- Bid Validity - The offer must be valid for 90 days from the closing date of the bid.

Period	Estimated Escalation %	Sub Total Cost per Annum	Vat	Total (incl Vat)
1 October 2022 – 30 September 2023				
1 October 2023 – 31 September 2024				
1 October 2024 – 31 September 2025				
1 October 2025 -31 September 2026				
1 October 2026 – 31 September 2027				

- The service provider that fails to meet the threshold of 70 points in respect of the total functionality criteria will be regarded as having submitted a non-responsive bid and will be not be further considered for phase 3 of the evaluation which is pricing and BBB-EE.

### 22. ADDITIONAL CONDITIONS

- The information contained in this document are of a confidential nature and should only be used for bidding for this tender.
- In addition to the information contained herein, the appointed Bidder will be required to sign special conditions of contract with the IDT.
- Bids submitted must be in line with detailed specification. Failure to bid accordingly will result in the disqualification of bids.
- Bidders are requested to bid for the complete tender and not part thereof, incomplete bids will be disqualified.

- e. Bidders are required to quote all item and show a complete price breakdown where necessary, failure to do so may disqualify the bid.
- f. All prices quoted must be fully inclusive of all costs and Value Added Tax. No additional costs other than agreed amounts will be paid by IDT.
- g. Bidders might be subject to security assessment at the discretion of IDT.
- h. The recommended bidder will be required to provide proof of registration upon award on CSD (CSD number) and the IDT will verify proof of registration.

23. **GENERAL**

- All certified documents must not be **older than 3 months**.
- All bids must be signed in **ink** by the duly authorised representative of the bidding entity.
- The IDT is not obliged to accept the lowest priced bid.

24. **LEASE AGREEMENT**

Successful bidder will be required to enter into a valid lease agreement for 60 months.

25. **COMPLETION OF SBD FORMS**

Bidders are required to submit a fully completed and signed SBD 1, Bidder's Declaration – SBD 4 and SBD 6.1

26. **DELIVERY ADDRESS**

**Bid documents are to be placed in the IDT tender box located at the reception area of the IDT Head Office, Glenwood Office Park, C/O Sprite and Oberon streets, Faerie Glen. The Tender Box is accessible from Monday to Friday, excluding public holidays and weekends from 08:30 am to 17:00 pm**

- ***NO LATE BIDS WILL BE CONSIDERED OR ACCEPTED***

27. **COMPULSORY BRIEFING SESSION**

**Date:** 19 August 2022

**Time:** 10:00 am

**Place:** IDT Head Office, Glenwood Office Park, C/O Sprite and Oberon streets, Faerie Glen, 0043.

28. **CLOSING DATE**

**This Tender closes on:** 02 September 2022 at 12pm.

## 29. **CONTACT PERSON**

Technical Enquiries must be directed in writing to Mr. Sam Mathikhi

Email: [idthofficeenquiries@idt.org.za](mailto:idthofficeenquiries@idt.org.za)

SCM Enquiries must be directed in writing to Enquiries: Ms. Junior Motsepe

Email: [Juniorm@idt.org.za](mailto:Juniorm@idt.org.za)

## 30. **IDT's RESERVATION OF RIGHTS**

- IDT reserves the right to conduct further procurement assessment or negotiation processes.
- IDT reserves the right to subject bids and their facilities to assessment as part of the evaluation process or as a condition of contract award.
- IDT reserves the right not to evaluate and/or consider any bid that does not comply strictly with the requirements as set out in this tender and/or which does not meet one or more of the requirements.
- IDT further reserves the right to make a decision on contract award based solely on the information received in response to this bid.
- IDT reserves the right to cancel or withdraw this tender without informing bidders.

## **ATTACHED HERewith SUPPORTING DOCUMENTS**

**PART 1: THIS DOCUMENT**

**PART 2: SBD FORMS FOR COMPLETION (SBD 1, BIDDERS'S DECLARION – SBD 4 and SBD 6.1)**

**PART 3: STANDARD CONDITIONS OF TENDER**

**PART 4: GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT**

**PART 5: EVALUATION ON FUNCTIONALITY**

**PART 6: BIDDER CHECKLIST**

**PART 7: OFFER FOR PROVISION OF SUITABLE OFFICE SPACE  
(to be issued on accepting of the Bid)**