



CALL FOR BIDS

BID NO: ECDC ELN/389/092023

BID SUBJECT:

**PURCHASING OF PROPERTY FOR OFFICE
SPACE FOR ECDC IN GQEBERHA FOR THE
GQEBERHA REGIONAL OFFICE**

Consisting of:

The Request for Proposals (Returnable) - This Document

Issued by:

Prepared By:

Eastern Cape Development Corporation

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Tel: 043 704 5600

Eastern Cape Development Corporation

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BIDDER NAME.....

CSD NUMBER:

CLOSING DATE:	16 October 2023
CLOSING TIME:	12h00

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www.ecdc.co.za

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SECTION A:

ABBREVIATIONS AND ACRONYMS

B-BBEE	Broad-based Black Economic Empowerment
B-BBEEA	Broad-based Black Economic Empowerment Act 53 of 2003
B-BBEE Codes	Broad-based Black Economic Empowerment Codes of Good Practice-2007
CIDB	Construction Industry Development Board
DTI	Department of Trade and Industry
ECDC	Eastern Cape Development Corporation
EME	Exempt Micro Enterprise
IRBA	Independent Regulatory Board of Auditors
PCCA	Prevention and Combating of Corrupt Activities Act 12 of 2004
PFMA	Public Finance Management Act (Act 1 of 1999)
PPPFA	Preferential Procurement Policy Framework Act (Act 5 of 2000)
QSE	Qualifying Small Enterprise
SABS	South African Bureau of Standards
SANAS	South African National Accreditation System
SARS	South African Revenue Service
SASAE	South African Standard on Assurance Engagements
SCM	Supply chain management
SMME	Small, Medium and Micro Enterprises
ToR	Terms of Reference
SAPOA	South African Property Owners Association
CSD	Central Supplier Database for South African Government

B: DEFINITIONS

Acceptable tender	Means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
Accreditation Body	Means the South African National Accreditation System or any other entity appointed by the Minister from time to time whose function it is to: Accrediting verification agencies Developing, maintaining and enforcing of Verification Standards
Affordable	Means (in terms of a PPP-Agreement) that the financial commitments to be incurred can be met by funds: Designated within ECDC's existing budget for the function to which the agreement relates; and Destined for ECDC in accordance with the relevant Treasury's future budgetary projections.
All applicable taxes	Includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
B-BBEE status level of contributor	means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
Bid	Means a written offer or proposal to supply goods and/or provide services, submitted in response to the ECDC's invitation to quote or submit proposals which includes advertised competitive bids, written price quotations or proposals.
Bid Specification	A specification that lays down the characteristics of goods to be procured or their related processes and production methods, or the characteristics of services to be procured or their related operating methods, including the applicable administrative provisions, and a detailed requirement relating to conformity assessment procedures that an entity prescribes and shall include TOR for specialised services.

Black People	means 'African', 'Indian' and 'Coloured' people who are citizens of the Republic of South Africa by birth; or are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of South Africa Act (1993); or became citizens of the Republic of South Africa after the commencement of the of the Constitution of South Africa Act (1993), but who for the Apartheid policy that has been in place to that date, would have been entitled to acquire citizenship by naturalisation prior to that date.
Broad based black empowerment	Means broad-based black empowerment means the empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated social-economic strategies that include, but are not limited to: Increase the number of black people that manage, own and control enterprises and productive assets; Facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises Human resources and skills development Achieving equitable representation in all occupational categories and levels in the workforce Preferential procurement; and Investment in enterprises that are owned or managed by black people.
Broad based black empowerment Act	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
Close family member	Shall mean:- member of the same household, parent (including adoptive parent), parent-in-law, son (including adoptive son), son-in-law, daughter (including adoptive daughter), daughter-in-law, step-parent, step-son, step-daughter, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, the spouse or unmarried partner with relation to any of the person's above.
Code of Ethics	refer to the ECDC Code of Ethics for Management and Staff as may be amended from time to time.
Comparative price	Means the price after the factors of a non-firm price and all the unconditional discounts that can be utilised have been taken into consideration.
Consortium or joint venture	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.
Contract	Means the agreement that results from the acceptance of a bid by ECDC.
Designated sector	Means a sector, sub-sector or industry that has been designated by the DTI in line with national development and industrial policies for local production, where on local produced goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
Duly sign	means a document that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
Exempt Micro Enterprise (EME)	means an enterprise with a specified total annual revenue as per Department of Trade and Means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and as amended from time to time.
Family member	Means a husband or wife, any partner in a customary union according to indigenous law or any partner in a relationship where the parties live together in a manner resembling a marital partnership or a customary union; and any person related to either one or both persons referred above within the second degree through a marriage, a customary union or a relationship or the third degree of consanguinity.
Firm price	Means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
Fronting	Means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentation of facts, whether made by the party claiming compliance or by any other person.

Functionality	Means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical or useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of the tenderer.
Imported content	Means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the bidder or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry.
In the service of the state	means: an employee of any municipality who has a performance contract with the municipality and is employed on a permanent, temporary or short-term basis. an employee or public servant of any national or provincial government as defined in terms of Public Services Act. a member who – is a councillor of any municipal council as defined in the Local Government Municipal Structures Act (Act No 117 of 1998); is a politician serving in any provincial legislature; or is a politician serving in the National Assembly or the National Council of Provinces; a member of the board of directors of any municipal entity; an employee and a member of a government owned entity as defined in the Public Finance Management Act (Act No 1 of 1999); and / or such other meaning ascribed to it by National Legislation from time to time.
Local content	Means a portion of the tender price which is not included in the imported content, provided that local manufacture does take place.
Non-firm prices	Means all prices other than “firm” prices
Person	Includes a juristic person.
Price Quotation	An estimate describing the product, stating its price, time of shipment, and specifies the terms of the sale and terms of the payment.
Property	Includes all movable and immovable property and intellectual property belonging to ECDC.
Public Private partnership	Means a commercial transaction between ECDC and a private party in terms of which: the private party either performs a function o.b.o. ECDC for a specified or indefinite period, or acquires the use of state property for its own commercial purposes for a specified or indefinite period; the private party receives a benefit for performing the function or by utilising state property, either by way of: compensation from a revenue fund charges or fees collected by the private party from users or customers of a service provider to them; or a combination of such compensation and such charges or fees
Qualifying small entity	Means a qualifying small entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and as amended from time to time.
Rand value	means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
Related enterprise	Means an entity controlled by a measured entity whether directly or indirectly controlled by the natural persons who have direct or indirect control over that measured entity or the immediate family of those natural persons.
Service Level Agreement	Shall have the same meaning assigned as “Contract”
Shareholder	Means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
State	Means: any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA any municipality or municipal entity national Assembly or the national Council of Provinces; or parliament

Stipulated minimum threshold	Means that portion of local production and content as determined by the DTI
Sub-Contract	Means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
Tender	The same meaning is assigned as 'Bid" above.
Threshold	Shall mean the financial limits on the value of goods or services to be procured as set and prescribed in this policy which shall determine the manner in which these goods and services will be procured
Total revenue	Means the total income of an entity from its operations as determined under South African Generally Accepted Accounting Practice.
Trust	Means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
Trustee	Means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
Value for Money	Means that the item (public-private partnership agreement) results in a net benefit to ECDC defined in terms of cost, price, quality, quantity, or risk transfer, or a combination thereof.

SECTION B

1. General Information

1.1 Invitation to Bid

Eastern Cape Development Corporation (ECDC) invites suitable competent Service Providers (Bidders) to submit Bids in accordance with the rules set out in this Bid Document for the purchasing of property for office space in Gqeberha Area.

1.2 Eligibility to Bid/Minimum Requirements

Service Providers must ensure that all the required returnable document and annexures are submitted together with this bid document, fully completed by the delegated authority and signed as required in the minimum requirements, and Annexures.

1.3 Estimated Timeline

Activity		Date	Time
1.	Placing of Advert	22 SEPTEMBER 2023	N/A
3.	Compulsory Briefing Session for bidders	There will be no briefing meeting for any enquiries relating to this Bid please email the procurement department at tenders@ecdc.co.za , attention S Matyaleni. Answers/Clarity on Bid will be posted on the website at www.ecdc.co.za	
4.	Last Day of Questions	09 OCTOBER 2023	N/A
5.	Closing Date/Time	16 OCTOBER 2023	12:00
6.	Bid Validity Period	180 days	

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at ECDC's discretion. The establishment of a time or date in this bid does not create an obligation on the part of ECDC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if ECDC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

1.4 Compulsory Briefing Session

There will be no briefing meeting. For any enquiries relating to this Bid please email the procurement department at tenders@ecdc.co.za, attention S Matyaleni.

Communication with the Bidders and any clarity on Queries Bid will be posted on the website at www.ecdc.co.za and will also be communicated to the bidders via email where the Bidder has indicated to ECDC that they are interested in submitting a bid.

Bidders should send an email to ECDC Procurement at tenders@ecdc.co.za to indicate their interest in submitting this bid

1.5 Submission of Bid Documents

The entire bid document together with any attachments or annexures must be submitted as follows:

- a) Bids to be placed in sealed envelopes in the Bid Box on or before the final date and time of submission of proposals as indicated above labelled clearly as follows:

Bid Reference Number: **ECDC/ELN/389/092023**

Project Name: **Purchasing of Property for Office Space for ECDC in Gqeberha for the Gqeberha Region**

Attention: **S. Matyaleni**

Location of Bid Box: **ECDC Head Office at ECDC House,
Ocean Terrace Park, Moore Street,
Quigney, East London, 5201**

NOTE:

- All bid documents are to be **completed in permanent ink**.
- No alterations of the Bid Document will be allowed.
- One original duly signed **(by authorised representative)**
- Where Bid Document is submitted at the Bid Box, the bids document should be firmly bound, submitted with **one (1) soft copy (of the original bid)** inclusive of these terms and conditions of the original bid document are required to be submitted.
- **No faxed or emailed proposal will be accepted. No late submissions will be eligible for consideration by ECDC.**
- **The bid box is open on weekdays between 08h00am and 16h30pm.**

1.5.1 Late Bids

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

1.6 Preferential Procurement

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations 2022 as applicable to provincial government business enterprises as listed under schedule 3(d) of the Public Finance Management Act and the ECDC Procurement Policy as amended from time to time.

1.7 Evaluation Criteria

This Bid will be evaluated in the following 3 stages:

Pre-Qualification	Service Providers are to meet all the Mandatory Tender Requirements in order to be evaluated further. Failure to submit the Mandatory Tender Requirements as required will result in the bid being disqualified.
Stage 1	Technical Requirements for Office Space ECDC will conduct a technical evaluation which may include an onsite inspection on the proposed office space of the shortlisted bidders. Failure to meet all the minimum of 60% on technical requirements for office space will lead in the disqualification of the Service Provider.
Stage 2	Physical Due Diligence ECDC will conduct a physical due diligence exercise on all the bidders who have obtained the required 60% mentioned above on Stage 1. Those who have obtained less than the required 60% will not be part of this stage of evaluation. The BEC members, SCM Official and End User will be responsible for the due diligence process evaluation.
Stage 3	Preferential Procurement points: Price: Points will be calculated for price on the relevant prices in accordance with the preference point system, 80/20. Specific Goals: 20 points will be allocated as per the specific goals determined by the ECDC SCM Policy

1.7.1 Pre-Qualification Stage

Bidders must meet the following Mandatory Tender Returnables in order to be evaluated for stage 1

Table A: Mandatory Tender Returnables

Description	Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
<p>1. Bidders must be registered on the National Treasury Central Supplier Database (CSD).</p> <p>The following information will be verified on the National Treasury Central Supplier Database:</p> <ul style="list-style-type: none"> • Business Registration including details of directorship and membership, - The bidders' Business Registration Status will be verified on the CSD prior to the bid award and where the preferred bidders. status is under deregistration, 7 working days will be granted for remedy, failing which the bidder will be disqualified. • ID Number, • Government Employee • Tender Defaulting and Restriction Status. Should the Tender be a restricted supplier or a defaulting supplier they will be disqualified. <p><u>Onus on the Service Provider</u></p> <p>Onus is on the Service Provider to make sure that all these are active and compliant on the CSD at the time of bid closing and tender award.</p> <p>ECDC will verify if the Service Provider has been registered on CSD. Service Provider to submit CSD Number as required in the Cover Page. It is the responsibility of the Service Provider to ensure that the correct CSD Number is provided.</p> <p>If Service Provider is not registered on CSD by the time of closing of the bid they will not be considered for evaluation.</p> <p><u>Directors/Employees in the Service of State</u></p> <p>Where a person within the Bidding Entity is an Employee of the State, Bidder should.</p> <ol style="list-style-type: none"> submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- "the PFMA") submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee. <p>ECDC reserves the right to verify such information from their AO/AA</p> <p><u>JV's and Consortium</u></p> <p>Where the Bidder is a JV/Consortium, each firm must be registered on the CSD.</p>	Yes	Yes

Description		Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
2.	<p>Tax Compliance Requirements:</p> <ul style="list-style-type: none"> Bidders must ensure compliance with their tax obligations. In Bids where Consortia/Joint venture/Sub-Contractors are involved; each party must submit a separate proof of Tax Compliance Status. <ul style="list-style-type: none"> The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified. 	Yes	No
3.	<p>Letter of Authority</p> <p>A Letter of Authority/Board Resolution/Delegation of Authority Matrix to complete and sign this Bid Document is required in the following instances.</p> <ul style="list-style-type: none"> ✓ Where there is more than one (1) director / shareholder / trustee / members etc. in the Company/Trust/Close Corporation etc. (institution), the directors /shareholder /trustees /member etc., should delegate a person by means of submitting a duly signed Delegation of Authority granting the authorized personnel to sign the Bid Document on the Bidder's behalf. <p>OR</p> <ul style="list-style-type: none"> ✓ Where there is only one Director and the person completing the document is not the Director. The Director should delegate a person by means of submitting a duly signed Delegation of Authority granting the authorized personnel to sign the Bid Document on the Bidder's behalf. <p>Note: The Letter of Authority MUST be signed by all directors of the Bidder/ Directors that meet the quorum in order for the Letter of Authority to be valid (or a signed Board Resolution authorising the signatory will be accepted – Board Resolution to be signed by the duly authorised individual (Chairperson of the Board/Company Secretary).</p>	Yes	Yes
4.	<p>Annexure A – Supplier Information (Completed and signed by a delegated authority)</p>	Yes	Yes

Description		Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
5.	Annexure B – Property Information (Completed and signed by a delegated authority)	Yes	Yes
6.	Annexure C – Declaration form for some minimum technical requirements (Completed and signed by a delegated authority)	Yes	Yes
7.	Annexure D :- (SBD 4): Form of Offer and Acceptance Offer (To be Signed and Completed by a delegated authority) (To be Signed and Completed by the Duly Authorised Signatory). Completed by the Duly Authorised Signatory	Yes	Yes
8.	Annexure E: Pricing Schedule (Completed and signed by a delegated authority)	Yes	Yes
9.	Annexure E - Statement of Consent to Data Processing (Signed and Completed by the Duly Authorised Signatory). Attach Delegation of Authority.	Yes	No (Should be completed before evaluation)
10.	Annexure G – (SBD 4) Bidders Disclosure (Completed and signed by a delegated authority)	Yes	Yes
11.	Annexure H – (SBD 6.1.): Preferential Points Claim (Signed and Completed). Note Failure to submit the preference points claim and proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality. 51% ownership of youth and women in the company/enterprise will be verified on the CSD report and points will be allocated accordingly.	No	No
12.	Declaration with regards to Company /Firm Location Attach a proof of address to claim points for the Eastern Cape base locality as the specific goal as advised in the tender / quotation qualifies the company/firm for the PPR of 2022 preference points claim. This information will be verified from the FICA documents (Physical Address, Utility Bill, Telephone, Tax Clearance, lease agreement submitted by the bidder. Failure to submit the declaration and proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality.	No	No

Description		Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
MANDATORY BUILDING REQUIREMENTS			
13.	Property Size <ul style="list-style-type: none"> Property Size proposed to be between 1 300m² and 2 000m². Property to have minimum 2 floors and maximum three floors. Must have a separate entrance to the upper floor. The space needs to be suitable for the intended use. Office space needs to have adequate ventilation and all offices to have natural light. The office space should accommodate a generator outside of the building but inside the boundary wall/security fence. Documents to be Submitted to prove Compliance: <ul style="list-style-type: none"> Submission of Proof of compliance on Property Size are required (As Built/Floor Plans) 	Yes	Yes
14.	Property Grade <ul style="list-style-type: none"> It is a requirement that the office building be at a minimum Grade B Office Accommodation or higher (as per SAPOA specifications). Documents to be Submitted to prove Compliance: <ul style="list-style-type: none"> Latest Property valuation report (not older than 3 months) done by property valuers of buildings confirming compliance to Grade B requirements or higher (as per SAPOA or any other accredited property association / organization) 	Yes	Yes

Description		Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
5.	<p>Property Location</p> <p>The proposed property needs to be in the Newton Park, Greenacres, Mill Park areas of Gqeberha.</p> <p>Suitable Area includes the following:</p> <ul style="list-style-type: none"> Proposed office space MUST be in an established commercial area where there are established office parks (No Industrial area) Public Transport accessibility within 500m radius Conducive to a Professional Working Environment Free from noise and congestion In and/or around Office Parks Office premise should be in an area where it is fairly safe. ECDC was previously in an area where their customers were robbed, and pick pocketed and ECDC will not accept any proposed area location where such crime rate is frequent. <p>Documents to be Submitted to prove Compliance:</p> <ul style="list-style-type: none"> GPS Co-ordinate or Locational Map indicating the location of the office. 	Yes	Yes
<p>The following will be applicable to Joint Ventures/Consortium</p> <p>Bidders should not that the calculation of points for Joint Ventures/ Consortiums will be calculated in line with the provisions of Circular 02 of 2023/24</p>			

Description		Mandatory Requirement for Award	Disqualification if not submitted with Bid Document or Bidder is found to be Non-Compliant at the Time of Bid Close
16.	Consortium/Joint Venture Agreement or letter of intent to enter in a Consortium / Joint Venture signed by all Consortium Members who are Duly Authorized.	Yes	Yes
17.	Resolution of the Board of Directors to enter into a Consortium/Joint Venture from each member firm of the Consortium/Joint Venture for this Bid.	Yes	Yes
18.	Letter of Authority of Signatory(individual) authorizing the Signatory to sign on behalf of the Consortium/JV. The Letter of Authority MUST be from each member firm and must be signed by all directors of each member firm (or Board Resolution will be accepted).	Yes	Yes
19.	<p>Annexure H – (SBD 6.1.): Preferential Points Claim (Signed and Completed).</p> <p>Note Failure to submit the preference points claim and proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality.</p> <p>51% ownership of youth and women in the company/enterprise will be verified on the CSD report and points will be allocated accordingly.</p>	No	No
20	<p>Declaration with regards to Company /Firm Location</p> <p>Attach a proof of address to claim points for the Eastern Cape base locality as the specific goal as advised in the tender / quotation qualifies the company/firm for the PPR of 2022 preference points claim.</p> <p>This information will be verified from the FICA documents (Physical Address, Utility Bill, Telephone, Tax Clearance, lease agreement submitted by the bidder.</p> <p>Failure to submit the declaration and proof of address may result in awarding of 0 (zero) points preference points under Eastern Cape locality.</p> <p>Failure to submit the declaration and proof of address for each</p>	No	No

- **FAILURE TO COMPLETE AND RETURN THE ABOVE RETURNABLE DOCUMENTS WILL RENDER YOUR PROPOSAL TO BE NON-RESPONSIVE.**
- **A site inspection may be conducted to corroborate the information submitted. Should it be found that Bidders submitted information that is false, they will be automatically disqualified.**
- **The ECDC reserves the right not to purchase any property should it not be satisfied with the supporting documents submitted or the location of the office or any other factor which the ECDC deems relevant in deciding whether the property complies with the mandatory requirements.**

1.7.2 STAGE 1 - Technical Requirements for Office Space

ECDC will conduct a technical evaluation which may include onsite inspection on the proposed office space of the highest scoring Bidder in stage 1.

Failure to meet all the minimum of **60%** on technical requirements for office space will lead to the disqualification of the Service Provider and the next highest scoring bidder will be evaluated and so forth.

TECHNICAL REQUIREMENT (1) – REQUIRED AT EVALUATION STAGE	Scoring Points
<p>Security Access Control</p> <p>ECDC requires the proposed office to be in a walled/fenced enclosed area.</p> <p>The proposed office area should have the following:</p> <ul style="list-style-type: none"> ✓ Controlled Access to the Premises/Main Entrance/Gate ✓ Access Control to the proposed Office Spaces ✓ Boundary Walls or Fences <p>The Property meeting all the above = 20 points</p> <p>The Property with either Access Control at the Main Entrance Gate or at the office entrance only = 10 points</p> <p>Failure to meet the above = 0 points.</p> <p>Documents to be Submitted to prove Compliance:</p> <ul style="list-style-type: none"> • Proof of compliance on Access Control. Bidder to attach at a minimum but not limited to the Property prospectus and/or As-Built Drawings and/or drawings and/or completion of Annexure C showing the above requirements. • Failure to submit the documents above will render a bidder to score (0) points. 	<p style="text-align: center;">20</p>
TECHNICAL REQUIREMENT (2) - REQUIRED AT EVALUATION STAGE	Scoring Points
<p>Parking Bays</p> <p>ECDC requires a minimum of 16 on-site parking bays.</p> <p>The Property with minimum 16 and above on-site parking bays = 15 points</p> <p>The Property with 10-15 on-site parking bays = 10 points</p> <p>The Property with 5-9 on-site parking bays = 5 points</p> <p>The Property with less than 5 on-site parking bays = 0 points</p> <ul style="list-style-type: none"> • It is a requirement that the parking bays be on-site (walled/fenced in the same yard of the proposed office area) <p>Documents to be Submitted to prove Compliance:</p> <ul style="list-style-type: none"> • Proof of compliance on requirements of Parking Bays are required. Bidder to attach at a minimum but not limited to the detailed Layout Drawings and/or As-Built Drawing and/or drawing of the office area and/or pictures showing the following: <ul style="list-style-type: none"> ✓ Number of parking bays dedicated to ECDC. ✓ Types of the parking bays ✓ Positions of the parking relative to the building. <p>Failure to submit the documents above will render a bidder to score zero (0) points. Failure to submit the picture not relating to the particular property will be deem as misrepresentation and will result to disqualification.</p>	<p style="text-align: center;">15</p>

TECHNICAL REQUIREMENT (3) - REQUIRED AT EVALUATION STAGE	Scoring Points
<p>Building Compliance</p> <p>Service Provider should submit with the Bid Document, Certifications of compliance or Documentation that proves that their proposed Office Building is compliant in the following areas:</p> <ul style="list-style-type: none"> ✓ Mechanical Installation (Applicable where there is a lift/elevator) ✓ Municipal approved building plans, ✓ Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) ✓ Fire Clearance ✓ Electrical Installation – The Proposed building is required to have electrical installation and a certificate of compliance or documentation that proves compliance of their current installations. ✓ Layout and emergency exit plans – Bidder is required to submit the layout and emergency exit plans of the current proposed office space and should the Bidder require to reconfigure the office space according to the Bid Document, the Bidder will need to also submit plans as to how the proposed current space will be reconfigured at the time of evaluation. (Note that the reconfiguration will be agreed with ECDC) <p>The Property meeting all the above = 30 points</p> <p>Failure to all meet the above = 0 points</p>	<p style="text-align: center;">30</p>
TECHNICAL REQUIREMENT (4) - REQUIRED AT EVALUATION STAGE	Comply (Yes/No)
<p>Access for Physically Challenged People</p> <p>ECDC requires that the proposed office building to accommodate people with disability. This requirement is as follows:</p> <ul style="list-style-type: none"> • It is required that physically challenged People be enabled to access all entrances, exits (including fire escapes) of the proposed office building. • Paraplegic access is required to all areas of the premises necessary for ECDC's Clients/Customers use. This includes but not limited to, <ul style="list-style-type: none"> ✓ Office Area, ✓ Entrances and exits. Entrances also includes the gate of the main building ✓ Fire escapes ✓ Ablutions ✓ Etc <p>The Property meeting all the above = 15 points</p> <p>Failure to all meet the above = 0 points</p> <p>Documents to be Submitted to prove Compliance:</p> <ul style="list-style-type: none"> • Service Provider is required to tabulate all the existing provisions made for Physically Challenged People in the proposed building i.e. <ul style="list-style-type: none"> ✓ Ramps to access the entrances/exits of the building, and floor/office area (if applicable) ✓ Wheelchair friendly toilets, ✓ Paraplegic friendly lift/lift if proposed Office Building is not on the ground floor ✓ Paraplegic access on the fire escape (Evacuation Chair is acceptable) ✓ Paraplegic access to the parking lot, etc. or • Proof of compliance to "Physically Challenged People Access" is required. Bidder to attach at a minimum but not limited to the As-Built Drawings and/or drawings showing the above requirements and/or, photographs for the above requirement or 	<p style="text-align: center;">15</p>

TECHNICAL REQUIREMENT (5) – REQUIRED AT VAL UATION STAGE	Comply (Yes/No)
<p>Sever Room</p> <p>The proposed Office Building must have in each floor, a Server Room with an air conditioner large enough to cater for a UPS, Servers and Cabinet</p> <p>The Property meeting all the above = 10 points</p> <p>Failure to all meet the above = 0 points</p> <p>Documents to be Submitted to prove Compliance: Bidder to attach at a minimum but not limited to the As-Built Drawings and/or drawings indicating the Sever Room (at require size or above)</p>	<p>10</p>
TECHNICAL REQUIREMENT (6) – REQUIRED AT VAL UATION STAGE	Comply (Yes/No)
<p>Ablution Facilities</p> <p>The bidder shall provide fully functional new or fully refurbished ablution facilities that meet the OHS Act requirements.</p> <ul style="list-style-type: none"> • The proposed Office space must have separate ablution facilities for Staff and Visitors • The proposed Office Space must have separate ablution facilities for female and male. • Paraplegic toilets are to be provided in terms of NBR (National Building Regulations and Building Standards). The ablution facility for physically challenged people can be unisex. <p>The Property meeting all the above = 10 points</p> <p>The Property not having separate ablution facilities for Staff and Visitors = 5 points</p> <p>Failure to all meet the above = 0 points</p> <p>Documents to be Submitted to prove Compliance:</p> <ul style="list-style-type: none"> • Proof of compliance of Ablution Facilities. Bidder to attach at a minimum but not limited to the Property prospectus and/or As-Built Drawings and/or drawings and/or photograph. 	<p>10</p>

Important Notes:

- Failure to comply in any of the above minimum requirements either when submitting the required supporting documentation or during site inspection will result in your proposal being disqualified.
- A site inspection may be conducted to corroborate the information submitted. Should it be found that Bidders submitted information that is false, they will be automatically disqualified.
- The ECDC reserves the right not to purchase any property should it not be satisfied with the supporting documents submitted or the location of the office or any other factor which the ECDC deems relevant in deciding whether the property complies with the mandatory requirements.

2.2 Stage 2 – Physical Due Diligence

ECDC will conduct a physical due diligence exercise on all the bidders who have obtained the required 60% mentioned above on Stage 1. Those who have obtained less than the required 60% will not be part of this stage of evaluation. The following are conditions to be complied with as part of Due Diligence:

- 2.2.1** Due diligence by an appropriate expert including but not limited to professional valuers, building experts, etc.
- 2.2.2** Cost factoring to ultimately bring to minimum ECDC spec of 1 x Regional Manager's Office, 14 x Staff Offices, 1 x Reception Area, 3 x Consulting Rooms, 1 x Boardroom, 1 x Open Plan area of 8 x 8m, 1 x Kitchen, 1 x Canteen, 1 x Store Room, 1 x Strong Room, 1 x Server Room, Lift Area, Staircase area, Ablution Facilities and a Training Room if possible. All on each Floor.

- 2.2.3** Existing non-cancelling leases to third parties to be no greater than 5 years.
- 2.2.4** Proof of mandate/ownership of building
- 2.2.5** Compliance to Health and Safety regulations eg Fire and Smoke detection system, Fire Extinguishers, Fire Hose etc
- 2.2.6** Power supply to be connected and distributed throughout the building with provision for telecommunication lines.
- 2.2.12** Provision for Kitchen Area

2.3 Stage 3 - Preferential Procurement Point Scoring

Preference points for this bid shall be awarded for price and the Specific Goals. The maximum points for this bid are allocated as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL POINTS	100

- a) The value of this bid is estimated not to be between R 1 000 000 and R 50 000 000.00 (all applicable taxes included) and therefore the applicable preference point system for this tender is the 80/20 preference point system.

Points for this tender shall be awarded for:

- (i) Price; and
 - (ii) Specific Goals.
- b) The points scored by the tenderer/bidder for Price will be added to the points scored for specific goals to obtain the bidder's total points scored out of 100 points.
 - c) If two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for specific goals.
 - d) However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific goals, the successful bid must be the one scoring the highest score for functionality.
 - e) Should two or more bidders/tenderers be equal in all respects, the award shall be decided by the drawing of lots.
 - f) The bidder obtaining the highest number of total points will be awarded the contract.
 - g) Points scored will be rounded off to the nearest 2 decimal places.
 - h) Price
 - (i) The lowest acceptable bid will score 80 points for price.
 - i) Specific Goals**
 - (i) A maximum of 20 points will be awarded for specific goals. In order to claim specific goal points, bidder is required to complete SBD 6.1 which includes declaration for company/firm location and provide documentary proof of location.

2.4 GENERAL CONDITIONS

2.4.1 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).

2.4.2 Principle applicable for this tender /quotation is:

- a) The value of this bid is estimated to be from R 1 million rands but not exceed R50 000 000 (all applicable taxes included) and therefore the applicable preference point system for this tender is the **80/20** preference point system.

2.4.3 Points for this tender shall be awarded for:

- (iii) Price; and
- (iv) Specific Goals.

2.4.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
51% and above black owned enterprise	10
Eastern Cape based supplier	5
51% and above women owned enterprise	3
51% and above youth owned enterprise	2
Total points for Price and SPECIFIC GOALS	100

2.5 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.

2.6 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.

2.7 Alteration or withdrawal of Proposals

Bidders may withdraw their proposal by written notification on or before the Awarding of the bid.

2.8 Costs for preparation of Proposals/presentations

The costs incurred by Bidders in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any proposal will be borne by the Bidder and the ECDC shall in no way be liable to reimburse such costs incurred.

2.9 Ownership of Proposals and presentations

The ECDC shall on receipt of any proposal relating to this request, and submitted in accordance with the procedure set out herein, shall become the owner thereof and the ECDC shall not be obliged to return any proposal.

2.10 Tax Clearance Certificate requirements

Bidders must ensure compliance with their tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable ECDC to view the Taxpayers profile and tax status.

Bidders may also submit printed Tax Compliance Status certificates together with the Bid and ECDC will verify their Tax Compliance on eFiling.

Where no Tax Compliance Certificate is available, the Bidder CSD Number must be provided in order for ECDC to verify the Tax Compliance Status

In Bids where Consortia/Joint venture/Sub-Contractors are involved, each party must submit a separate proof of Tax Compliance Status Certificate/SARS Pin Number/CSD Number.

2.11 Confidentiality

2.11.1 The entire process of calling for Bids was initiated by the ECDC in terms of its procurement policy and is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee and prospective service providers are bound to treat all discussions as highly confidential.

2.11.2 The service provider shall not divulge directly or indirectly to any other person than a person employed by ECDC, make copies or extracts of any of the information obtained during this assignment, while they may have access to ECDC's trade secrets, confidential information which may include, specifications, plans, drawings, pattern, samples, written instructions, notes, memoranda, technical information, know-how or process or method or any other records of whatsoever nature without the written consent of ECDC and shall surrender all these items to ECDC on termination of the assignment or on demand of ECDC.

2.11.3 The service provider shall not be entitled to make use of the information whether for its own benefit or that of others, to make available or derive any profit from any of the information or knowledge specifically related to the business or affairs of ECDC.

2.11.4 Any document shall remain the property of ECDC and shall be returned (all copies) to ECDC on completion of the contract if so, required by ECDC.

2.12 Inventions Patent and Copyrights

2.12.1 The service provider cedes, assigns and transfers to ECDC all rights, title and interest in and to any and all copyright in all works and inventions which relates to the business of ECDC (which includes, but is not limited to, methodologies and products) which arises within the course and scope of this services will be assigned to ECDC.

2.12.2 Provide ECDC the sole and exclusive right to alter and adapt the work.

2.12.3 The service provider shall indemnify ECDC against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by ECDC.

2.13 Ethics

2.13.1 Any attempt by an interested Bidder to obtain confidential information, or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the ECDC during the process of examining, evaluating and comparing Bids/Proposals or Quotations will lead to the rejection of its bid/quotation/proposal in its entirety.

2.13.2 The Bidder must declare any business or other interests it has with the ECDC or any employee of the ECDC, as per the declaration of interest form annexed hereto marked in Section D; failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and / or engagement process.

2.14 Competition

- 2.14.1** Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 2.14.2** In general, the attention of bidders is drawn to Section 4(1) (b) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 2.14.3** An agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder/s is / are or a contractor(s) was / were involved in collusive bidding.
- 2.14.4** If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting response.
- 2.14.5** Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 2.14.6** In this regard bidders are required to complete Annexure F, failing which the Bidder shall be automatically disqualified from further participation in the Bid or call for proposals. The disqualification will be applicable at any stage of the bidding and / or engagement process.
- 2.14.7** If a bidder (s) or contractor (s), based on reasonable grounds or evidence obtained by ECDC, has /have engaged in the restrictive practice referred to above, ECDC may refer the matter to the Competition Commission for investigation and possible imposition of an administrative penalty as contemplated in Section 59 of the Competition Act 89 of 1998.
- 2.14.8** If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, ECDC may in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such an item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) for conducting business with the public sector for a period of not exceeding 10 (ten) years and / or claim damages from the bidder(s) / contractor(s) concerned.

2.15 Cancellation of Bid Process

The ECDC shall be entitled, within its sole and entire discretion, to cancel this Bid/Call for Proposals and/or Quotations at any time and shall notify the interested service providers accordingly. The ECDC shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid. The publication of the bid does not commit the ECDC to appoint any of the qualifying Bidders.

2.16 Interviews

In terms of the bid evaluation process short listed bidders may be interviewed. This will entail the bidder being invited to a venue as determined by the bid committee. All transport and accommodation costs incurred by the bidder will be for the bidders account and will not be reimbursed in any way. Failure to attend a scheduled interview will lead to immediate disqualification from the bid process.

The ECDC reserves the right to appoint a bidder without conducting interviews.

2.17 Signing of documentation

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2.18 Contract award

- 2.18.1** The successful bidder will be notified of the bid award in writing by the Procurement Department.
- 2.18.2** The acceptance of any proposal shall only be confirmed with the conclusion of a final written signed lease agreement between the ECDC and the successful Bidder, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between the ECDC and the Successful Bidder.
- 2.18.3** As a guideline regarding the content of the service level agreement, the bidder is referred to the general conditions of contract attached with the bid.

- 2.18.4** Until such time that an appropriate agreement has been concluded in writing between the ECDC and the successful Bidder, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Bidder to carry out the works or services provided for in this Bid.
- 2.18.5** The ECDC, the Accounting Officer and the Bid Committee (as the case may be) does not bind itself to accept either the lowest (price), highest (points) or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Institution even if it implies a waiver by the ECDC, the Accounting Officer, or the Bid Committee, (as the case may be) of certain requirements which the ECDC, the Accounting Officer, the Bid Committee, (as the case may be) considers to be of minor importance and not complied with by the bidder.
- 2.18.6** The ECDC will not entertain any request of feedback before the final awarding of the contract.

2.19 Supplier Due Diligence

ECDC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

2.20 Disclaimer

- 2.20.1** This Bid document has been prepared for the purpose of providing information to interested Bidders. The provision of any additional information about the organization to Bidders, are disclosed and will be made available to enable the prospective Bidders to submit comprehensive proposals.
- 2.20.2** Interested Bidders are accordingly required to conduct their own due diligence in respect of the ECDC and its business operations and the nature and scope of the services required.
- 2.20.3** The ECDC accepts no responsibility for the fairness, accuracy or completeness of any information or opinions, for any errors, omissions or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session
- 2.20.4** The ECDC accepts no liability for any loss incurred by any person(s) due to events or action taken as a consequence of the preparation and dissemination of this bid request.
- 2.20.5** Except in cases of criminal negligence or wilful misconduct, and in the case of infringement the bidder shall not be liable to ECDC, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay penalties and/or damages to ECDC; and
- 2.20.6** The aggregate liability of the bidder to ECDC, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

2.21 Contact and Communication

- 2.21.1** A nominated official of the bidder(s) can make enquiries in writing, to the specified person on the table below. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.
- 2.21.2** The delegated office of ECDC, Procurement Department, may communicate with Bidder(s) where clarity is sought in the bid proposal.
- 2.21.3** Any communication to an official or a person acting in an advisory capacity for ECDC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- 2.21.4** All communication between the Bidder(s) and ECDC must be done in writing.

Details	Bidding Procedure
Department	Procurement Department
Contact person	Sinethemba Matyaleni
Telephone number	043 704 5640
E-mail address	tenders@ecdc.co.za

ETHICS & FRAUD HOTLINE REPORTING CHANNELS

HOTLINE DETAILS	
Hotline Name:	ECDC Ethics & Fraud Hotline
Contact Number:	0800 116 665
WhatsApp Number:	0860 004 004
Dedicated Email Address:	ecdc@behonest.co.za aidc@behost.co.za
SMS Number:	48691
Free Post	BNT165, Advance Call Pty (Ltd), Brooklyn Square, 0075
Website Link	www.behonest.co.za
Chat	www.behonest.co.za

- 2.21.5** Where Service Providers want to report any fraudulent activity/ies they should report to the following:
- 2.21.6** Whilst all due care has been taken in connection with the preparation of this bid, ECDC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. ECDC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 2.21.7** If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by ECDC (other than minor clerical matters), the Bidder(s) must promptly notify ECDC in writing of such discrepancy, ambiguity, error or inconsistency in order to give ECDC an opportunity to consider what corrective action is necessary (if any).
- 2.21.8** Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by ECDC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 2.21.9** All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

ABOUT ECDC

Vision

To be an innovative leader in promoting sustainable economic growth and development of the Eastern Cape.

Mission

To promote sustainable economic development in the Eastern Cape through focused:

- a) Provision of innovative development finance
- b) Leveraging of resources, strategic alliances, investment and partnerships.

Your Growth is our satisfaction.

Legislative Mandate

ECDC draws its mandate directly from the Eastern Cape Development Corporation Act (Act 2 of 1997) and is led by the economic development priorities of the provincial government, as detailed in the Provincial Growth and Development Plan (PGDP), Eastern Cape Provincial Industrial Development Strategy (PIDS), the policy statements and budget speech of the Member of the Executive Council (MEC) of Economic Development, Environment Affairs and Tourism (DEDEAT).

Section 3 of the ECDC Act states that the Corporation shall “plan, finance, co-ordinate, market, promote and implement development of the Province and its people in the field of industry, commerce, agriculture, transport and finance”.

3 Background

The current premises are at 329 Cape Road, Newton Park, Gqeberha. ECDC would like to source suitable property for purchasing to be used as offices for the Gqeberha Region in a suitable area (see mandatory technical requirements) as opposed to entering into rental agreements every 5 years resulting in moving from one premises to another.

ECDC requires and seeks to acquire the purchasing of a property for office use for the ECDC Gqeberha Region as per the following scope.

4 Scope of Services required.

4.2 Requirements as per Scope of Services

ECDC requires an office accommodation as follows:

A. Property Size

- Floor area of approximately 1 300 to 2 000m²
- A building with minimum of 2 floors where ECDC will occupy 1 floor and lease out the other floor to generate income

B. Office Location

The proposed offices should be in the Newton Park, Greenacres, Mill Park areas of Gqeberha and must be in a suitable area.

Suitable area includes the following:

- Proposed office space MUST be in an established commercial area where there are established office parks (No Industrial area)
- Accessible to Public Transport within walking distance i.e. Public transport should be accessible within a 500m radius from the office
- Conducive to a Professional Working Environment
- Free from noise, congestion
- Near Office Parks/Office Building
- If proposed premise has multi tenants, such tenants must be compatible with the ECDC's vision, value, and/or mission
- Office premise should be in an area where it is safe. ECDC was previously in an area where their customers were robbed

and pick pocketed and ECDC will not accept any proposed area location where such crime rate is frequent.

C. Property Grade

- It is a requirement that the office building be at a minimum **Grade B Office** Accommodation or higher (as per SAPOA specifications).
- **Latest Property valuation report (not older than 3 months)** done by property valuers of buildings confirming compliance to Grade B requirements or higher (as per SAPOA or any other accredited property association / organization)

D. Facilities Requirements		
Item No.	Description	Specification
1.	Security Access Control	<ul style="list-style-type: none"> • Controlled Access to the Premises/Main Entrance/Gate • Access Control to the proposed Office Spaces • Boundary Walls or Fences
2.	Parking Facilities	<ul style="list-style-type: none"> • A minimum of 16 on-site parking bays is required. • It is a requirement that the parking bays be on-site (walled/fenced in the same yard of the proposed office area)
3.	Building Compliance	<ul style="list-style-type: none"> • Mechanical Installation (Applicable where there is a lift/elevator) • Municipal approved building plans • Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) • Fire Clearance • Electrical Installation – The Proposed building is required to have electrical installation and a certificate of compliance or documentation that proves compliance of their current installations. • Layout and emergency exit plans – Bidder is required to submit the layout and emergency exit plans of the current proposed office space and should the Bidder require to reconfigure the office space according to the Bid Document, the Bidder will need to also submit plans as to how the proposed current space will be reconfigured at the time of evaluation. (Note that the reconfiguration will be agreed with ECDC)
4.	Access for Physically Challenged People	<p>ECDC requires that the proposed office building to accommodate people with disability. This requirement is as follows:</p> <ul style="list-style-type: none"> • It is required that physically challenged People be enabled to access all entrances, exits (including fire escapes) of the proposed office building. • Paraplegic access is required to all areas of the premises necessary for ECDC's Clients/Customers use. This includes but not limited to, <ul style="list-style-type: none"> ✓ Office Area, ✓ Entrances and exits. Entrances also includes the gate of the main building ✓ Fire escapes ✓ Ablutions ✓ Etc
5.	Server Room	The proposed Office Building must have in each floor, a Server Room with an air conditioner large enough to cater for a UPS, Servers and Cabinet
6.	Ablution Facilities	<p>The bidder shall provide fully functional new or fully refurbished ablution facilities that meet the OHS Act requirements.</p> <ul style="list-style-type: none"> • The proposed Office space must have separate ablution facilities for Staff and Visitors

		<ul style="list-style-type: none"> • The proposed Office Space must have separate ablution facilities for female and male • Paraplegic toilets are to be provided in terms of NBR (National Building Regulations and Building Standards). The ablution facility for physically challenged people can be unisex.
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5 Responsibilities and duties

- 5.2** Notwithstanding the fact that a description of the services have been provided above, ECDC shall be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.
- 5.3** The service provider shall at all times faithfully and timeously carry out and perform the Services and shall use its best endeavours to properly conduct, improve, extend and develop the business of ECDC in the provisioning of the services.
- 5.4** The Service provider shall as part of his duties, attend such meetings as may be required by ECDC from time to time and submit weekly or monthly progress reports on the services as may be required and requested by ECDC.

6 Obligation to perform and sub-contracting – Not Applicable

- 6.2** The bidder shall notify ECDC in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the bidder from any liability or obligation under the contract.
- 6.3** The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with ECDC's prior written consent.

7 Performance guarantee – Not Applicable

- 7.2** Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to ECDC the performance security of the amount specified above.
- 7.3** The proceeds of the performance security shall be payable to ECDC as compensation for any loss resulting from the bidder's failure to complete his obligations under the contract.
- 7.4** The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to ECDC and shall be in one of the following forms:
- 7.4.1** A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa, acceptable to ECDC, in the form provided in the bid documents or another form acceptable to ECDC; or
- 7.4.2** A cashier's or certified cheque
- 7.5** The performance security will be discharged by ECDC and returned to the bidder not later than thirty (30) days following the date of completion of the bidder's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 7.6** Notwithstanding the provisions above, the bidder shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

8 Anti-dumping and countervailing duties and rights – Not Applicable

- 8.2** When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, ECDC is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right reduced, any such favourable difference shall on demand be paid forthwith by the contractor to ECDC or ECDC may deduct such amounts from moneys (if any) which may otherwise

be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

9 ECDC Facilities – Not Applicable

- 9.2** Unless otherwise agreed in writing by ECDC, the Service Provider will work from its own office and provide its own facilities, such as transport, telephone, cell phone, fax and computer facilities to perform the services.
- 9.3** The service provider may use certain facilities made available by ECDC to assist in performing the services, including but not limited to computer facilities, telephone and fax facilities and stationery. In this regard the service provider agrees to:
- 9.4** Abide by the health, safety and security measures as prescribed by ECDC from time to time;
- 9.5** To use such accommodation and facilities entirely at his own risk and ECDC shall not be liable for any loss or damage whatsoever and howsoever caused arising out of or in connection with the use of these items, other than loss or damage caused as a result of ECDC's own willful misconduct.

10 Force majeure

- 10.2** If a force majeure situation arises, the bidder shall promptly notify ECDC in writing of such condition and the cause thereof. Unless otherwise directed by ECDC in writing, the bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

11 Warranties

- 11.2** The bidder warrants that the services supplied under the contract incorporate all recent improvements in design and materials unless provided otherwise in the contract. The bidder further warrants that all designs etc supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by ECDC's specifications) or from any act or omission of the bidder, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 11.3** ECDC shall promptly notify the bidder in writing of any claims arising under this warranty.
- 11.4** Upon receipt of such notice, the bidder shall, within [the period specified](#) and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to ECDC.
- 11.5** If the bidder, having been notified, fails to remedy the defect(s) within the period specified above, ECDC may proceed to take such remedial action as may be necessary, at the bidder's risk and expense and without prejudice to any other rights which ECDC may have against the bidder under the contract.

12 Spare parts – Not Applicable

- 12.2** The bidder may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the bidder:
- 12.2.1** Such spare parts as ECDC may elect to purchase from the bidder, provided that this election shall not relieve the bidder of any warranty obligations under the contract; and
- 12.2.2** In the event of termination of production of the spare parts:
- 12.2.2.1** Advance notification to ECDC of the pending termination, in sufficient time to permit ECDC to procure needed requirements; and
- 12.2.2.2** Following such termination, furnishing at no cost to ECDC, the blueprints, drawings, and specifications of the spare parts, if requested.

13 Insurance

- 13.2** The service provider shall be fully insured in a freely convertible currency against loss or damage incidental to the service provided – public liability.

14 Responsibility to perform

- 14.2** Delivery of the goods and performance of services shall be made by the bidder in accordance with the time schedule prescribed by ECDC in the contract.
- 14.3** If at any time during performance of the contract, the bidder or its subcontractor(s) should encounter conditions impeding

timely delivery of the goods and performance of services, the bidder shall promptly notify ECDC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the bidder's notice, ECDC shall evaluate the situation and may at his discretion extend the bidder's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

14.4 ECDC reserves the right to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the bidder's point of supply is not situated at or near the place where the supplies are required, or the bidder's services are not readily available.

14.5 A delay by the bidder in the performance of its delivery obligations may render the bidder liable to the imposition of penalties, unless an extension of time is agreed upon without the application of penalties.

14.6 ECDC shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14.7 ECDC may also consider termination of the contract.

15 VALUE ADDED TAX (VAT)

15.2 Prices quoted by VAT Vendors **MUST** be inclusive of VAT and as such any price charged by the vendor in respect of any taxable supply of goods or services shall for the purposes of the VAT Act Section 64(1) be deemed to include any tax payable in terms of section 7(1) (a) in respect of such supply, whether or not the vendor has included tax in quote/bid price

15.3 In all instances where bidders (including VAT Vendors) have excluded VAT from the prices quoted , such prices must be evaluated excluding VAT and if the bidder is successful , the letter of award of contract will state that the price at which the contract is awarded is exclusive of VAT and the VAT will not be added on at any stage . **The successful bidder will have to absorb the adverse financial implications of not including VAT in the price quoted.**

15.4 Prices quoted by non-VAT Vendors **MUST NOT** include VAT. However Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover to be above the threshold of R1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Services (SARS) as VAT Vendors. **The award of such a contract would be conditional pending the successful Bidder submits proof of registration as a VAT Vendor with SARS**

16 Payments and tax

- 16.2** Payments shall only be made in accordance with the fees as quoted in this documentation. Prices charged by the bidder for goods delivered and services performed under the contract shall not vary from the prices quoted by the bidder in this bid, with the exception of any price adjustments authorized at ECDC's request for bid validity extension, as the case may be.
- 16.3** ECDC will re-imburse the service provider for expenses and disbursements incurred subject to the submission of satisfactory proof that such expenses and disbursements have been incurred and subject to it being within the budget as indicated in this documentation.
- 16.4** The service provider shall from time to time during this contract duration furnish ECDC with a VAT compliant tax invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. Each invoice must be accompanied by a detailed timesheet and expense claim forms substantiating the amount claimed.
- 16.5** Payments shall be made promptly by ECDC in Rand, but in no case later than thirty (30) days after submission of a VAT compliant tax invoice and supporting documentation by the service provider if the services have been properly executed as agreed.
- 16.6** The service provider shall retain all proof of expenditure and maintain such accounts and records as are reasonably necessary, claimed above, should ECDC require an audit to substantiate that expenditure and allows ECDC's own personnel or an independent auditor access to those records.
- 16.7** Should the above audit reveal that ECDC has been overcharged, the Service Provider will re-imburse the ECDC the amount overcharged within 30 days inclusive of interest calculated at prime plus 2% per annum;
- 16.8** A foreign bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Republic of South Africa.
- 16.9** A local bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to ECDC.

SECTION D**ANNEXURE A: SUPPLIER INFORMATION**

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive

Legal Name of Bidder :
(Same as CSD)

Trading Name of Bidder:
(Same as CSD)

Registration Number
(Same as CSD)

Physical Address

Postal Address

Contact Person

Title/Position in the Firm

Mobile Number

Bidder Telephone Number

Facsimile Number

Email Address of Contact Person

Email Address of Bidder

VAT Registration Number
(Same as CSD)

Central Supplier Database Number

MAAA

B-BBEE STATUS VERIFICATION

Very Important:

(Attach B-BBBEE Status Verification from Accredited Service Provider or B-BBBEE Sworn Affidavit (for EME's and QSEs) must be submitted in order to qualify for preference points for B-BBEE)

Are the Accredited Representative in South Africa for the Goods/Services/Works Offered?

☐ Yes ☐ No
(If Yes, enclose Proof)

Are you a foreign based supplier for the Goods/Services/Works Offered?

☐ Yes ☐ No
(If Yes, answer the questionnaire Below)

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

Is the Entity a resident of the Republic of South Africa (RSA)

☐ Yes ☐ No

Does the Entity have a branch in the RSA?	<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
<p>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 (SARS) and if not register</p>		
<p><u>VERY IMPORTANT</u></p> <p><u>Directors/Employees in the Service of State</u></p> <p>Where a person within the Bidding Entity is an Employee of the State, Bidder should</p> <ol style="list-style-type: none"> submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- “ The PFMA”) submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee <p>ECDC reserves the right to verify such information from their AO/AA</p>		

SERVICE PROVIDER ACKNOWLEDGEMENT OF REQUEST AND TERMS AND CONDITIONS:

I..... (NAME) HEREBY ACCEPT THE TERMS OF THIS REQUEST FOR QUOTATION AND ACKNOWLEDGE THAT I AM APPROPRIATELY DELEGATED TO RESPOND ON BEHALF OF (ATTACH DELEGATION OF AUTHORITY)

.....
.....

(NAME OF BIDDER).

Print Name

Date

Designation

Signature

(Attach Delegation of Authority)

Annexure B: Property Information

Physical address and Stand number,	
Details of all partners to the offer,	
If multi tenants, provide names and detail of business	<div><div>1. Name of Tenant</div><div>Details of Business of the Tenant</div><div>.....</div><div>.....</div><div>2. Name of Tenant</div><div>Details of Business of the Tenant</div><div>.....</div><div>.....</div><div>3. Name of Tenant</div><div>Details of Business of the Tenant</div><div>.....</div><div>.....</div><div>4. Name of Tenant</div><div>Details of Business of the Tenant</div><div>.....</div><div>.....</div></div>

Note: if more than the number of tenants on this page, the Service is required to attach the whole list of the names of the tenants and details on what type of business they are running

Annexure C: Declaration form for some Technical Requirements

This Declaration form does not cover all the Minimum Technical Requirements. Service Provider is required to submit Minimum Technical Requirements as required

TECHNICAL REQUIREMENTS	Answer
Security Access Control a) Is there Controlled Access to the Premises/Main Entrance/Gate b) Is there Access Control to the proposed Office Spaces c) Are there Boundary Walls or Fences	a) b) c)
Parking Bays a) Does the proposed office space have a minimum of 16 on-site parking bays? b) Are the parking bays on-site (walled/fenced in the same yard of the proposed office area?) c) Are there additional on-street parking bays?	a) b) c)
Building Compliance a) Are there any Mechanical Installation (where there is a lift/elevator) b) Are there Municipal approved building plans c) Is the Occupation Certificate available d) Is the Fire Clearance available e) Is there Certificate of Completion for Electrical Installation f) Are there Layout and emergency exit plans If not, explain	a) b) c) d) e) f)
Access for Physically Challenged People	

<p>a) Are all the entrances and exits to the property accessible to the physically challenged people</p> <p>b) Are all other areas of the property accessible to the physically challenged people. The following areas but not limited to:</p> <ul style="list-style-type: none"> • Offices • Fire Escapes • Ablutions • Passages • etc 	<p>a)</p> <p>b)</p>
<p>Server Room</p> <p>Does the property has the Server Room in each floor?</p>	<p>a)</p>
<p>Ablution Facilities</p> <p>a) Does the property have separate ablution facilities for Staff and Visitors</p> <p>b) Does the property have separate ablution facilities for Male and Female</p> <p>c) Does the property have Paraplegic toilets? These can be unisex</p>	<p>a)</p> <p>b)</p> <p>c)</p>

I..... being the delegated person of the Bidder (attach delegation form) declare that the information provided is correct.

SIGNATURE OF DELEGATED AUTHORITY (Attach Delegation)		DATE	
---	--	-------------	--

Note: Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.

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

PURCHASING OF PROPERTY FOR OFFICE SPACE FOR ECDC IN GQEBERHA FOR THE GQEBERHA REGION

Bid No: ECDC/ELN/389/092023

Failure on the part of a bidder to fill in as required, sign this form and submit a letter of Authority of the signatory will lead to the Bid being disqualified.

The tenderer, identified in the offer signature block, has examined the documents listed and requested in this proposal and all 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 Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions identified in this proposal.

The offered price for the Property Procurement in Gqeberha, inclusive of value added tax carried forward from **Pricing Schedule (Summary Page)**

R (in figures)

.....

.....

Rand (in words)

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 Service Provider in the conditions of Contract identified in the Contract Data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or close corporation:

.....

And: whose registration number is:

.....

And: whose income tax reference number is:

.....

Trading under the name and style of:

.....

AND WHO IS:

Represented herein, and who is duly authorized to do so, by:

Mr/Mrs/Ms:

.....

In his/her capacity as:

.....

Note:

A letter of authority, signed by all the directors/ members/ partners of the legal entity must accompany this offer, authorizing the representative to make this offer.

SIGNED BY TENDERER:		
Name of Representative	Signature	Date
SIGNED BY WITNESS:		
Name of Representative	Signature	Date

The tenderer elects as its *domicilliumcitandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address)

.....

.....

Other contact details of the tenderer are:

Telephone no

:.....

Cellular phone no

:.....

Fax no

:.....

Postal address

:.....

Banker

:.....

Branch

:.....

ACCEPTANCE:

By signing this part of this form of offer and acceptance, ECDC accepts the bidder's offer. Acceptance of the bidder's offer shall form an agreement between the ECDC and the bidder 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, are contained in the contract to be concluded and documents or parts thereof, which may be incorporated by reference into the volumes above

Deviations from and amendments to the documents listed in the bid data and any addenda thereto as listed in the bid schedules as well as any changes to the terms of the offer agreed by the bidder and ECDC 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 agreed by both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the ECDC's Legal Department to arrange documentation to be provided in terms of the conditions of contract identified in the contract. Failure to fulfil 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 bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the bidder 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.

Signed for the ECDC:

Name of representative	Signature	Date

Witnessed by:

Name of witness	Signature	Date

Annexure E: Pricing Schedule Services**Note:** Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.

Bidders are required to expressly cover their proposed fee/price and/ disbursement structure based on the activities they propose undertaking to provide the services requested in this call for proposals.

The ECDC reserves the right to negotiate any aspect of the proposed fees/pricing and disbursements with the preferred Bidder and shall not be bound to the fees/pricing and disbursements submitted by any Bidder.

The Bid Fees/Prices must remain valid for a period of 180 days from date of closure of bid.

ECDC reserves the right to request the Bidder's latest audited financial statements in order to ascertain financial stability of the Bidder prior to award of the bid. Failure by the Bidder to provide the latest audited financial statements may invalidate the bid.

KINDLY NOTE THAT A FAILURE TO RETURN THE PRICING SCHEDULE IN YOUR PROPOSAL WILL RESULT IN YOU PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION

BIDDERS ARE REQUIRED TO COMPLETE THE PRICING SCHEDULE BELOW AND MAY AMEND THIS SCHEDULE TO SUITE THEIR OFFER IF REQUIRED.

Description	Quantity	Unit price excl. VAT	Total amount excl. VAT
Purchase Price			
Transfer Costs			
Any Other Costs			
Total amount excl. VAT			
Vat 15%			
Total amount incl. VAT To be carried to form of offer			

SIGNATURE of the DELEGATED AUTHORITY (Attach Delegation of Authority)		DATE	
--	--	-------------	--

ANNEXURE F: STATEMENT OF CONSENT TO DATA PROCESSING

In terms of the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

1. I, _____ (full names of the client/applicant),
Identity number _____ ("the applicant") do hereby grant my consent to the Eastern Cape Development Corporation ("the ECDC") and its appointed processor to process my personal data for the purpose of any or all of the undermentioned actions, being the legitimate reasons for processing and/or using my personal data. 2. I accept that my personal information will only be utilized for the purposes it was collected, that the information will only be retained for as long as is necessary and required by law, and that I have the right to view such information at any time, as well as requested correction or deletion of my personal information held by the ECDC.
3. I am aware that I may withdraw my consent at any time by using the relevant Data Subject Consent Withdrawal Form.
4. I herewith consent to the ECDC official / staff member / employee or agent collecting and having access to my personal information.
5. I expressly consent to the ECDC official / staff member / employee or agent to collect and process this information for the purpose of considering my application for funding / leasing / employment alternatively for considering our bid document.
6. I expressly consent to the ECDC or its official / staff member / employee or agent having access to my personal information contained in my application for lease, employment, funding, my bid document or any other administrative document required by the ECDC for processing.
7. I expressly consent to the ECDC or its official / staff member / employee or agent using my personal information to communicate with me in person / via telephone / email / video call / fax / WhatsApp / any form of social media.
8. I expressly consent that the ECDC or its official / staff member / employee or agent may discuss any of my personal information with any of its officials / staff members / employees or agents that may at any stage of my application be involved in considering same and forward any such information to any ECDC relevant committee or forum.
9. I expressly consent to the ECDC or its official / staff member / employee or agent handing over any outstanding accounts to debt collection third parties (applicable to properties/development finance and business support unit).
10. I expressly consent to the ECDC or its official / staff member / employee or agent handing over my personal information for purposes of verification of my credit profile or record, references or any purpose required in terms of the law.

SIGNATURE of the DELEGATED AUTHORITY		DATE	
---	--	------	--

Annexure G - (SBD 4): BIDDER'S DISCLOSURE**Note:** Mandatory Requirement. Failure to complete and Sign this document will result in the bid being non responsive.**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.

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state?		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/director/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise, in table below:		
Full Names		
Identity Number		
Name of the 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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
2.3.1 If so, furnish particulars:		
2. 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 the 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 will not be construed as collusive bidding.		
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding		

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

<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>3. Bidder's Declaration</p>

<p>I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.</p>			
<p>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.</p>			
SIGNATURE		DATE	
POSITION		NAME OF THE BIDDER	

SBD 6.1: Complete in full and sign

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

17 GENERAL CONDITIONS

17.2 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).

17.3 Principle applicable for this tender /quotation is:

- b) The value of this bid is estimated to be above R1 million and not exceeding R 50 million (all applicable taxes included) and therefore the applicable preference point system for this tender is the 80/20 preference point system.

17.4 Points for this tender shall be awarded for:

- (v) Price; and
- (vi) Specific Goals.

17.5 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
51% and above black owned enterprise	10
Eastern Cape based supplier	5
51% and above women owned enterprise	3
51% and above youth owned enterprise	2
Total points for Price and SPECIFIC GOALS	100

17.6 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.

17.7 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.

18 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).

19 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

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

2.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

3.1. 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:

3.2. 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 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)
SPECIFIC GOALS				
51% and above black owned enterprise		10		
Eastern Cape based supplier		5		
51% and above women owned enterprise		3		
51% and above youth owned enterprise		2		
SPECIFIC GOALS		20		

DECLARATION WITH REGARD TO COMPANY/FIRM LOCATION

3.3. Name of company/firm.....

3.4. Company registration number:

3.5. 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]

3.6. 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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

Annexure I: NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT