



T47/11/22

**APPOINTMENT OF A PANEL FOR
CAPABILITY ADVISORY SERVICES**

BID CLOSING DATE: 6 DECEMBER 2022

AT 11:00 NOON

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents, and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

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

Name:	<u>Mr Joseph Phiri</u>
Telephone Number:	<u>+27 11 269 3810</u>
Email address:	<u>josephp@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 29 November 2022**.
- 2.3 The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **06 December 2022** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to tenders@idc.co.za. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address (tenders@idc.co.za).

- 4.4** Bidders are advised to submit / send its bid responses at least **30 minutes** before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address.
 - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.
 - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.
 - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box (tenders@idc.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box (tenders@idc.co.za) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. Preparation of Bid Response

- 5.1** All the documentation submitted in response to this RFP must be in English.
- 5.2** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3** Bids submitted by bidders which are or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4** The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the

supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Enterprise and Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.8 The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s)

and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance.
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document.
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information.
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means.
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document.
- 10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

11. Local Production and Local Content

The IDC promotes Local Production and Local Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the **dtic** in an effort to stimulate local production and content where relevant.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dtic**) and to ensure full compliance with the minimum local content threshold, if relevant, before submitting its response to this tender. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum

thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

12. Returnable Schedules

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

12.1 Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

12.2 Schedule 1:

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

12.3 Schedule 2

12.3.1 Valid Tax status and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code.

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified.

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed).

12.3.6 Annexure 3 of this RFP document (duly completed and signed).

12.3.7 Annexure 4 of this RFP document (duly completed and signed).

12.3.8 Response to Annexure 6: BEE Commitment Plan

12.3.9 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

12.3.10 Annexure 7 of this RFP document (duly responded to)

12.3.11 Annexure 8 of this RFP document (duly completed and signed, **if applicable**).

12.3.12 Annexure 9 of this RFP document (duly completed and signed).

12.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or

independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

12.3.14 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

12.4 Schedule 3:

12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 5 of this RFP document, duly completed and signed

12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked Schedule 4: Price Proposal*)

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

13.1 Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and the Specific Conditions of Bid, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.4 above
- BEE Status Certification as referenced in 12.3.11 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Tax Compliance Requirements
 - Annexure 3: Bidder's Disclosure
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan
 - Annexure 7: Disclosure Statement
 - Annexure 8: Local Content Declaration (If Relevant)
 - Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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

13.2 Phase 2: Technical/ Functionality Evaluation

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

13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable to all bidders:

ELEMENT	WEIGHT
BIDDER'S RELEVANT EXPERIENCE	40
BIDDERS TEAM LEAD'S QUALIFICATIONS, SKILLS, AND EXPERIENCE	30
PROJECT TEAM'S QUALIFICATIONS, SKILLS, AND EXPERIENCE	20
TRANSFER OF SKILLS TO CLIENT'S MANAGEMENT & STAFF	10
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
B-BBEE	20
TOTAL	100 points

Note: Since this is a panel appointment, price will not be assessed at this stage, only Technical and B-BBEE scores to determine/approve panellist. The allocation of work to approved panellists for specific projects will consider price evaluations at the time of engagement

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1** Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2** Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply or Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3** Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

IDC is a self-financing state-owned national development finance institution that provides financing to entrepreneurs and businesses engaged in competitive industries. Its primary objectives are to contribute to the generation of balanced, sustainable economic growth in Africa and to the economic empowerment of the South African population, thereby promoting the economic prosperity of all citizens. It achieves this by promoting entrepreneurship through the building of competitive industries and enterprises based on sound business principles.

IDC’s Business Advisory & Turnaround Services Department (BATS) provides business support services to existing IDC clients (called: Business Partners or “BPs”) through the Capability Advisory Services (CAS) unit. CAS focuses predominantly on small and medium sized enterprises (SMEs) in their early stage, growth, maturity, or in their early stage of stress. The aim of CAS is to achieve the long-term viability and sustainability of IDC-funded businesses.

CAS engages outsourced service providers to render relevant implementation of proposed solutions as envisaged in each BPs ToR. The consultancy costs are generally shared between the IDC and its business partners (or investee clients).

CAS provides technical assistance to its clients in the form of management consulting, digital transformation, mentoring. Various Strategic Business Units (SBUs) and Departments within IDC would request business support services from CAS on behalf of BPs. The CAS team diagnoses each BP assistance request to inform the intervention programme on which solutions can be executed fully by the CAS Specialists and engages outsourced service providers to provide and implement the required services if those capabilities cannot be executed internally by CAS Specialists.

Hereunder is the process that the CAS unit follows leading to the engagement of the service providers:

- CAS receives a request from the SBU/department.
- CAS screens the request to ensure mandate fit.

- CAS conducts business diagnosis to determine business support needs, intervention objectives, estimated costs and timeframe for the intervention. These issues are included in the Terms of Reference (ToR) for each intervention.
- The client representatives, a CAS specialist and SBU/department representative all sign the ToR to indicate agreement on the content of the ToR.
- Business support funding approval is requested from the relevant IDC funding authority.
- CAS identifies and shortlist the appropriate service provider(s) on the business support panel of service providers for a possible engagement with the BP.
- CAS contacts the service provider well suited to implement the proposed engagement milestone(s) and, if available for engagement, is required to provide an Implementation Plan for the intervention, which must be acceptable to the BP and IDC.
- CAS issues a Letter of Engagement (LoE) to the service provider(s) to be signed-off before engaging with the client.

Service provider(s) implements the intervention solution(s) and submits reports, timesheets, and invoices on a regular basis as per the ToR and/or the Letter of Engagement. The CAS Specialist provides ongoing monitoring of the performance of the service provider(s) to ensure compliance with the ToR. The service provider(s) submits an exit report on completion of the intervention. No invoice is paid without supporting reporting documentation.

2.1. Engagements and Demands

Engagement with a client range from as little as a few days to an average of about 60-man days. There is usually an initial stage where the bulk of hours are used in analysis, design, and implementation of a solution, with a tail-end of monitoring that could go on for up to two years afterwards.

IDC's current client base is approximately 1,707 clients. Approximately 64% of new finance approvals in the last financial year were for SMEs who could potentially receive business support. (Update the statistics)

2.2. Instances where Business Support is provided

The need for business support is determined either when IDC receives applications from entrepreneurs to finance their existing/future businesses or in the normal course of monitoring existing IDC clients. In cases where the entrepreneurs and managers in those enterprises have limited business management skills and experience or face management challenges then capability advisory intervention would be required.

This usually happens with small and medium-sized enterprises (SMEs) where entrepreneurs and managers, together with their staff (and in some cases members of the board of directors) may require support and training to improve their management abilities to run their businesses successfully. Business support could be provided in areas such as general management, marketing and sales, production, finance and accounting, human resources and organizational development, policy development, corporate governance, strategy, and business planning, etc.

2.3. Below are some examples of the types of clients that would require business support:

2.3.1. Business Partners in the start-up phase

- Clients that need assistance and guidance to commence business.
- Clients needing assistance in dealing with teething problems.
- Clients involved in acquisition of going concerns and require assistance with transition into the new management regime.
- Clients with limited management experience who require support.
- Clients requiring assistance with the establishment of processes, systems, and controls in various functions in their businesses.
- Clients requiring support in financial management and reporting.
- Assistance to comply with corporate obligations and sectoral compliance (e.g., tax, environmental, health and safety, corporate governance, skills development, Contagious Diseases Risk Management plan, etc.)

2.3.2. Business Partners in the growth phase

- Clients requiring assistance with industry and market research. (Like pre-investment work)
- Clients requiring assistance with product development.
- Clients expanding their operations.
- Clients requiring assistance with the analysis and improvement of processes, systems, and controls in various functions of their businesses.
- Clients requiring support in financial management and reporting.
- Clients requiring assistance in improving sales performance and improve brand equity.

2.3.3. Business Partners in the maturity phase

- Clients requiring support to consolidate their operations.
- Clients requiring putting the business on a new growth path. (internal)
- Clients requiring support to diversify product or service offerings. (internal)

2.4. Use of External Service providers

Before an external service provider (“ESP”) is engaged with a BP, terms of reference (“ToR”) are documented to outline the nature of consulting work to be performed, the issues to be addressed and desired outcome, the time frame and budget. A suitable service provider is selected from the panel that best matches the following criteria:

- Skills, knowledge, and experience relevant to the BP’s business and industry/sector.
- Consulting expertise appropriate for task at hand.
- Proximity to the client, and/or willingness to travel to client’s business premises.
- Availability when required.
- Competitive consulting rates.

2.5. Types of Service Providers Required

The IDC requires service providers with certain types of skills, knowledge, experience, and expertise that would be used to provide business support assistance to its BPs, with the following categories:

- Business Leadership, Corporate Governance Training & Mentoring
- Specialised Services, e.g., Regulatory Industry Compliance, Technical Assessments and Digital Transformations

2.6. Below is a brief explanation of the above service provider groupings:

2.6.1. Service providers with industry/sector or sub-sector expertise (Industry/Sector Experts)

These are service providers with industry/sector or sub-sector specific expertise. They will be required to provide expert consulting services in specific industries, sectors, or subsectors, which would be in line with IDC's mandate and strategic business units (SBUs).

2.6.2. Service providers with expertise in specific functions (Functional Management Areas)

CAS may need to engage service providers with expertise in the following functions/activities:

- ✚ Operations, Finance, Procurement & HR Policy development
- ✚ Process development, process mapping and workflows
- ✚ Strategy (Development and Implementation and Business Design)
- ✚ Operations Excellence and Cost Optimisation
- ✚ Business Process Reengineering and Optimisation
- ✚ People & Organisational Performance
- ✚ Change Management
- ✚ Cost and management accounting including standardised reports, dashboard reporting, budgeting, and forecasting
- ✚ Operational finance modelling optimisation
- ✚ Internal auditing and internal controls improvements
- ✚ External auditing consulting opinions
- ✚ Marketing Activations and Advertising Consulting (e.g., Campaign Management, Content Creation, Graphic Design, Paid Media Marketing)
- ✚ Market Development, Research & Analytics
- ✚ Consumer and Customer Surveys

2.6.3. Service providers with Specialised Services and Digital Transformation

- ✚ Quality certification or accreditation e.g., SANS, SABS, HACCP, ISOs
- ✚ Environmental Impact Assessment (EIA)
- ✚ Environmental, Health and Safety (EHS) assessment, policies, and procedures
- ✚ Technical assessments, e.g., Geotech investigations, Geotech operational support, Geotech Numerical modelling
- ✚ Equipment effectiveness and Productivity improvement including OEE implementations

- ✚ Business Transformation Programme
- ✚ Digital transformation strategy and Implementation
- ✚ Data Analytics, Business Intelligence, Dashboarding and Measurement
- ✚ Technological tools and software solutions.
- ✚ Implementation of various business applications accompanied by relevant accreditations (e.g., Oracle, SAP, Sage, Salesforce, Microsoft D365 & Microsoft SQL etc.)
- ✚ Websites, App and dashboards solutions development and improvements
- ✚ Digital marketing

2.6.4. **Business Leadership and Corporate Governance**

This focuses on equipping business leaders including senior managers and the organisations they lead to unleash sustained performance. As such CAS is looking at service providers who possess or specialising in the delivery of:

- ✚ Good corporate governance practices, structures & organisational design.
- ✚ Empower BP leaders and managers to gain finance and accounting literacy and understanding of management accounts and financial reports.
- ✚ Train BP leads to maximise their effectiveness in an environment of increasing uncertainty and complexity.

2.7. **General Minimum Requirements for Service providers**

The service provider must possess the following attributes:

- To plan, analyse, implement, and monitor business support interventions.
- To monitor client's activities and help the BP correct failures or introduce improvements in the business.
- To demonstrate the financial impact of any decision made in a business.
- Intervention reports on progress achieved.
- Account for one's consulting activities and accurately prepare timesheets and invoices for work done.
- Conduct interviews and interact with BPs at all levels in an organization.
- To communicate verbally and in writing in the relevant official language.
- Transference of skills and knowledge to BPs.
- To guide, counsel, advice, and mentor BPs.
- Make actionable recommendations to the BP in an effective manner.
- Development and maintenance of good working relationships with BPs.
- To patiently engage with low-skilled and semi-skilled employees.
- Willingness to consult to businesses based in rural areas as well as an understanding of cultural dynamics in those areas.

2.8. **Specific objective of the tender**

The IDC has presence in all the domestic regions and would like to promote broad based transformation and development of small and medium entities which provide the required services across different sectors; and as such will appoint bidders in the following categories. For this reason, bidders must specify their service category expertise and region/s of their presence.

Bidders must indicate, in the tables below, with a **tick (✓)** their service category /expertise and regional presence (multiple ticks are permissible):

No.	FUNCTIONAL AREAS	REGIONAL PRESENCE								
		EC	FS	GP	KZN	LP	MP	NC	NW	WC
1	General Business Support									
2	Functional Management Areas									
3	Mentorship and Coaching									
4	Quality Accreditations and Technical Assessments									
5	Digital Transformation									

Below are IDC's functional management areas and Bidders must indicate in which functional areas they have experiences in.

No.	FUNCTIONAL AREA	tick (✓)
001	Corporate Governance & Other Relevant Trainings	
002	Process Development, Process Mapping & Improvements	
003	Process Workflows	
004	Strategy and Business Design	
005	Operational Excellence and Cost Optimisation	
006	People & Organisational Performance	
007	Change Management	
008	Management Accounting Including Standardised of Reports, Dashboarding	
009	Budgeting And Forecasting	
010	Financial Modelling and Scenario Simulations	
011	Internal Auditing and Internal Controls Improvements	
012	External Auditing Consulting Opinion	
013	Marketing Activation and Advertising Consulting	
014	Market Research & Analytics	
015	Consumer And Customer Surveys	
016	Data Analytics, Business Intelligence, Software application tools (e.g., SAP, SAGE, MICROSOFT D365), Dashboarding and Measurement	

3. Scope of Work

The IDC wishes to establish a panel of preferred service providers to be engaged on an ad hoc basis to render capability advisory services to IDC BPs.

The required services have been categorised into different specialisation and sectors as reflected below, and bidders will be required to render to IDC, on a need basis, the below services.

	SERVICE CATEGORIES	SCOPE OF SERVICES
1	General Business Support	<ul style="list-style-type: none"> • Provide managerial advice to existing clients in all management functions (general management, strategy, marketing, human capital, operations, financial management, etc.) to enhance their performance and promote sustainability • Business simulation and training • Corporate governance trainings • Finance for non-finance managers workshops and trainings
2	Functional Management Areas	<ul style="list-style-type: none"> • Operational, Finance, Procurement & HR Policy development • Process development and mapping • Business process reengineering and optimisation • Equipment effectiveness and Productivity improvement (Kaizen and 5S activities) • People & Organisational Performance including Change Management • Cost and management accounting including standardised reports, dashboard reporting, budgeting and forecasting • Finance process maps and workflows • Operational finance modelling optimisation and KPIs simulations • Internal auditing and internal controls improvements • Marketing Activations and Advertising Consulting • Customer/ Buyer and/or Consumer Market surveys • Expertise in penetrating export markets • Expertise in commercialising and managing new innovations
3	Mentorship and Coaching	<ul style="list-style-type: none"> • Agree on the mentorship objectives with the mentee • Handhold, guide and direct the mentee towards achieving agreed objectives • Provide support and opportunities for development, and help the mentee to address issues and challenges identified • Impart knowledge and skill to help the mentee grow and fulfil his/her potential • Bring in coaches on an ad-hoc basis to impart knowledge and skills to the mentee within specific disciplines • Maintain a medium to long-term developmental relationship with the mentee until mentorship objectives are achieved
Industry, sector, and sub-sectoral expertise is required in the below mentioned categories:		
4	Agro-processing and Agriculture	<ul style="list-style-type: none"> • Animal farming and dairy farming • Poultry farming & hatchery • Growing of crops combined with farming of animals • Agricultural and animal husbandry services • Forestry and related services • Logging and related services • Ocean and coastal fishing • Fish hatcheries and fish farms

	SERVICE CATEGORIES	SCOPE OF SERVICES
		<ul style="list-style-type: none"> • Production, processing & preserving of meat • Processing and preserving of fish & fish products • Processing and preserving of fruit and vegetables • Vegetable and animal oils and fats • Manufacture of dairy products • Grain mill products • Manufacture of starches and starch products • Prepared animal feeds • Bakery products • Sugar, including golden syrup and castor sugar • Cocoa, chocolate, and sugar confectionery • Macaroni, noodles, couscous, and farinaceous products • Distilleries and wineries • Beer and other malt liquors and malt • Soft drinks; production of mineral waters
5	Metals and Mining	<ul style="list-style-type: none"> • Mining of coal and lignite • Mining of gold and uranium ore • Mining of metal ores, excl. gold and uranium • Mining of iron ore • Chrome mining • Copper mining • Manganese mining • Platinum group metals • Other metal ore mining, except gold and uranium • Other mining and quarrying • Dimension stone (granite, slate, and wonder stone) • Other stone quarrying; stone crushing and clay pits • Mining of diamonds including alluvial diamonds • Mining of chemical and fertilizer minerals • Services incidental to mining of minerals • Basic iron and steel • Basic precious and non-ferrous metals • Casting of iron and steel • Casting of non-ferrous metals • Structural metal products • Forging, pressing, stamping & roll-forming of metal • Cutlery, hand tools and general hardware • Other fabricated metal products • Mineral testing laboratory services
6	Basic and Specialty Chemicals	<ul style="list-style-type: none"> • Extraction of crude petroleum and natural gas • Services incidental to oil and gas extraction • Manufacture of coke oven products • Petrol, lubricating oils, and greases, from crude oil • Petrol, lubricating oils, and greases, from coal • Petrol, lubricating oils, greases, from natural gas • Lubricating oils and greases from organic products • Compounded and blended lubricating oils and grease • Other petroleum/synthesized products • Processing of nuclear fuel • Basic chemicals, except fertilizers • Fertilizers and nitrogen compounds • Plastics in primary form and synthetic rubber • Specialty chemicals manufacture processes

	SERVICE CATEGORIES	SCOPE OF SERVICES
7	Textiles & Wood Products	<ul style="list-style-type: none"> • Preparation, spinning and weaving of textile fibre • Finishing of textiles • Made-up textile articles, except apparel • Carpets, rugs, and mats • Cordage, rope, twine, and netting • Other textiles • Knitted and crocheted fabrics and articles • Wearing apparel, except fur apparel • Tanning and dressing of leather • Luggage, handbags, saddlery, and harness • Manufacture of footwear
8	Heavy Manufacturing	<ul style="list-style-type: none"> • Sawmilling and planing of wood • Veneer sheets, plywood, laminboard, particle board • Manufacture of builders' carpentry and joinery • Manufacture of wooden containers • Other wood, cork, straw, and plaiting material product • Manufacture of pulp, paper, and paperboard • Corrugated paper, paperboard, paper containers • Other articles from paper and paperboard • Rubber tyres and tubes; rethreading and rebuilding • Other rubber products • Glass and glass products • Non-structural non-refractory ceramic ware • Refractory ceramic products • Structural non-refractory clay & ceramic products • Cement, lime and plaster • Articles of concrete, cement and plaster • Cutting, shaping and finishing of stone • Other non-metallic mineral products • Recycling of non-metal waste
9	Chemical Products & Pharmaceuticals	<ul style="list-style-type: none"> • Pesticides and other Agro-chemical products • Paints, varnishes and similar coatings • Pharmaceuticals, medicinal chemicals, botanical prod • Soap, detergents, perfumes and toilet preparations • Other chemical products • Manufacture of man-made fibres • Manufacture of plastic products
10	Machinery, Equipment & Electronics	<ul style="list-style-type: none"> • Tanks, reservoirs, and similar containers of metal • Manufacture of steam generators • Engines and turbines, except aircraft and vehicle • Pumps, compressors, taps and valves • Bearings, gears, gearing and driving elements • Ovens, furnaces, and furnace burners • Manufacture of lifting and handling equipment • Other general-purpose machinery • Agricultural and forestry machinery • Manufacture of machine tools • Machinery for metallurgy • Mining, quarrying and construction machinery • Machinery for food, beverage, and tobacco processing • Machinery for textile, apparel & leather production • Other special purpose machinery • Manufacture of household appliances • Electric motors, generators, and transformers • Electricity distribution and control apparatus • Manufacture of insulated wire and cable • Accumulators, primary cells, and primary batteries • Manufacture of other electrical equipment

	SERVICE CATEGORIES	SCOPE OF SERVICES
11	Tourism & services	<ul style="list-style-type: none"> • Electric lamps and lighting equipment • Office, accounting, and computing machinery • Radio, television, and communication equipment • Electronic valves and tubes and other components • Manufacture of television- and radio transmitters • Manufacture of television and radio receivers • Medical & surgical equipment, orthopaedic appliance • Measuring, checking, testing, and navigating appliance • Industrial process control equipment • Optical instruments and photographic equipment • Watches and clocks • Furniture • Manufacture of jewellery • Musical instruments • Sports goods • Games and toys • Other manufacturing • Hotels, camping sites and other short-stay accommodation
12	Automotive & Transport Equipment	<ul style="list-style-type: none"> • Manufacture of motor vehicles • Motor vehicle bodies; trailers and semi-trailers • Manufacture of motor parts and accessories • Building and repairing of ships • Building & repairing of pleasure & sporting boats • Railway and tramway locomotives • Aircraft and spacecraft • Motorcycles • Bicycles and invalid carriages • Other transport equipment
13	Infrastructure	<ul style="list-style-type: none"> • Cargo handling • Sea and coastal water transport • Transport via pipelines • Storage and warehousing • Other supporting transport activities • Telecommunication
14	Media and Motion Pictures	<ul style="list-style-type: none"> • Motion picture production and distribution • Motion picture • Radio and television activities • Script review • Budget analysis • Review of newly completed films i.e., edit and postproduction • Producer and Director mentors • Script editing assistance of putting the film together • Other entertainment activities

	SERVICE CATEGORIES	SCOPE OF SERVICES
15	Socio Economic Development	<p>Appointed service providers to be included in the panel of consultants must possess the following:</p> <ul style="list-style-type: none"> • A legally registered company in terms of South African legislations. • The Company must have Professional lawyers, hands on experience on facilitation of the formation and registration of Trusts, Co-operatives, and any similar entities. • Facilitation skills. • Presentation skills. • Ability to communicate with different Official languages. • Willing to travel extensively and work with workers in different economic structures. • Interpersonal skills. • In-depth understanding of community and employee ownership • Knowledge of employee / workers / community structures. • Experience of working with employees / workers / communities. • Ability to conduct socio economic needs / community profiling etc. • Ability to conduct research in the field of employee and community ownership • Ability to understand various business sectors. • Training experience with regards to Trust Management, financial management and Co-operatives Management Structures;
16	Environmental, Health & Safety	<ul style="list-style-type: none"> • Environmental and/or Social Impact Assessments (EIAs) • Safety Health and Environmental Assessments. • Health and Safety Programs Implementation (OHS Act Compliance) • Energy Efficiency Audit • Greenhouse gas emission assessments (disclosure and/or carbon tax) • Water consumption assessments • Water Quality Testing Service

4. Project timelines

The appointed service provider(s) will be required to start immediately after award and provide the services for a period of five (5) years.

5. Technical evaluation criteria

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1. BIDDER'S RELEVANT EXPERIENCE	Comply	Partially comply	Not Comply
<p>The bidders should have a minimum five (5) years' Sector Specific experience and support services to various sectors including Government Institutions with relevance to sectors as listed in this Request for Proposals.</p> <p>The bidder must in addition, provide at least one (1) contactable reference for each sector where the respondent has provided similar services in the last five (5) years.</p> <p>Refer to Annexure 5: Table (a) 1 for the format of how References of Projects should be provided.</p>			
Substantiate / Comments			

5.1.2. BIDDERS TEAM LEAD'S QUALIFICATIONS, SKILLS, AND EXPERIENCE	Comply	Partially comply	Not Comply
<p>The proposed Team Leads should have a minimum of ten (10) years' experience in the Technical Area of Expertise / Specialist Technical Expertise which they are proposing in-line with the sectors as listed in this Request for Proposals.</p> <p>The team leaders are required to have postgraduate qualifications which are relevant to the service sector of interest.</p> <p>Bidders must submit, as part of its proposal, the following</p> <ul style="list-style-type: none"> • CV of the team leader/s which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. <p>Refer to Annexure 5: Table (b) for the format of this document for the format in which the required information must be provided.</p> <p>Note: These may include, Engagement Managers, Principals, Partners, Associate Directors etc.</p>			
Substantiate / Comments			

5.1.3. BIDDERS PROJECT TEAM'S QUALIFICATIONS, SKILLS, AND EXPERIENCE	Comply	Partially comply	Not Comply
<p>The proposed project team should have a minimum of five (5) years' experience in the Technical Area of Expertise / Specialist Technical Expertise which they are proposing in-line with the sectors as listed in this Request for Proposals.</p> <p>Bidders must submit, as part of its proposal, the following</p> <ul style="list-style-type: none"> • CVs of the project which must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. <p>Refer to Annexure 5: Table (C) for the format of this document for the format in which the required information must be provided.</p> <p>Note: These may include, Analysts, Associates, Senior Consultants, etc.</p>			
Substantiate / Comments			

5.1.4. TRANSFER OF SKILLS TO CLIENT'S MANAGEMENT & STAFF	Comply	Partially comply	Not Comply
<p>The bidder must indicate how skills transfer will be handled once appointed for an assignment.</p> <p>The following information must be included as part of this proposal.</p> <ul style="list-style-type: none"> • Bidders must include at least one (1) example where they had to transfer skills, the challenges they faced if any and the outcome of the intervention. 			
Substantiate / Comments			

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

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

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

Yes	No
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days.	Comply	Not Comply

4

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

5 PRICING SCHEDULE

Bidders must complete the Pricing Schedule below which must be submitted as part of this bid response.

No.	Name of Resource/ Expert	Designation	Years of Experience	Hourly Rate (VAT Excl.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Note: The IDC reserves the right to negotiate rates with all considered bidders.

SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	

SECTION 4: ANNEXURES

Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

<p>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</p>	
Supplier Number	

BIDDING STRUCTURE

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

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	

If Individual Bidder:	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:

Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.		
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER 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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Bidder's Disclosure

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition

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

Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

4.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the Team Lead/s: (please refer to 5.1.2. of Section 2 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience
			Project description, Client, Project period

Table (C) Details of the Project Team: (please refer to 5.1.3. of Section 2 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience
			Project description, Client, Project period

Annexure 6: BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period if they are successful in this bid process.

Annexure 7: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
 - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 8: Local Content Declaration (If Relevant)

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

The minimum threshold for local content as published on the **dtic** website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The **dtic's** latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offer have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information are accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY 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)

IN RESPECT OF BID NO.

ISSUED BY: IDC

NB

- 1 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 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product have been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; - invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: - criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g., to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.1	<p>Accountability</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. If an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	<p>Processing Limitation</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	<p>Purpose Specification</p> <p>All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.4	<p>Further Processing Limitation</p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers, and operators will first obtain additional consent from the IDC.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.5	Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.6	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.7	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.8	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date