



T46/10/24

**APPOINTMENT OF A SERVICE
PROVIDER FOR THE MANAGEMENT
OF THE IDC GYM FACILITY FOR
A PERIOD OF 3 YEARS**

NON-COMPULSORY BRIEFING SESSION

DATE: 4 DECEMBER 2024 AT 14:30 PM

**VENUE: 19 FREDMAN DRIVE SANDOWN,
SANDTON**

BID CLOSING DATE:

13 NOVEMBER 2024 AT 11:00 AM

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

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

2. ENQUIRIES

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

Name: Ms Sibongile Matshaya

Telephone Number: +27 11 269 4332

Email address: sibongilem@idc.co.za

- 2.2. Enquiries in relation to this RFP will not be entertained after 16h00 on 5 December 2024.
- 2.3. The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.
- 2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

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

4. INSTRUCTIONS ON SUBMISSION OF BIDS

- 4.1. Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3. The closing date for the submission of bids is 13 December 2024 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 companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.
- 5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor **must** hold the highest percentage allocation in terms of the value of the contract.

6. SUPPLIER PERFORMANCE MANAGEMENT

- 6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.
- 6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.
- 6.3. Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor 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 financially advantageous to the IDC.
- 8.3.** The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.4.** The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.5.** The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.6.** The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 8.7.** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

- 9.1.** By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2.** The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3.** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4.** The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5.** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6.** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All

supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. REASONS FOR DISQUALIFICATION

10.1. The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

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

11. RETURNABLE SCHEDULES

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

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

11.2. Schedule 1:

- 11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 11.2.2. Annexure 1 of this RFP document (duly completed and signed)

11.3. Schedule 2

- 11.3.1. Copy of Board Resolution, duly certified;
- 11.3.2. Originally certified copy of ID document for the Company Representative;
- 11.3.3. Annexure 2 of this RFP document (duly completed and signed);
- 11.3.4. Annexure 3 of this RFP document (duly completed and signed);
- 11.3.5. Annexure 4 of this RFP document (duly completed and signed);
- 11.3.6. Response to Annexure 6: BEE Commitment Plan;
- 11.3.7. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

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

- 11.3.8. Annexure 7 of this RFP document (duly responded to);

- 11.3.9. Annexure 8 of this RFP document (duly completed and signed, if applicable);
- 11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

11.4. Schedule 3:

- 11.4.1. Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 11.4.2. Annexure 5 of this RFP document duly completed and signed.

11.5. Schedule 4: Price Proposal (response to Section 3 of this RFP document).

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

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

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

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.3 above.
- BEE Status Certification as referenced in 11.3.7 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: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

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

12.2. Phase 2: Technical/ Functionality Evaluation

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

12.2.1. Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Note: Failure to comply with the Mandatory Functional Requirements assessed in this phase will lead to disqualification of bids.

12.2.2. 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:

ELEMENT	WEIGHT
Bidder's Relevant Experience	30
Qualifications, Skills and Experience of The Gym Manager	10
Qualifications, Skills and Experience of The Proposed Training Team	10
Qualifications, Skills and Experience of The Proposed Maintenance Team	10
Bidders Proposed Methodology	20
Bidders Proposed Project Plan	20
TOTAL	100

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

12.3. Phase 3: Preference Point System

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

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100

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

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

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

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

12.4. Phase 4: Objective Criteria

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

12.4.1. Objective Criteria are:

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

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

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

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

2. BACKGROUND INFORMATION

The Industrial Development Corporation runs an onsite gym facility for its staff. The gym is located at the IDC Head Office located at 19 Fredman Drive, Sandton. The current membership at the IDC gym is a compliment of two hundred (200) members with a possibility of an increase in membership.

It is for this reason that the IDC seeks to appoint a capable and experienced gym management service provider that will be responsible for managing the general training activities of the staff gymnasium for a period of three (3) years. The gymnasium's operating hours are Mondays to Friday from: 05:00 to 08:30, 12:00 to 14:00 and 16:00 to 19:00.

The IDC gym currently offers 7 classes, all classes are taught on a hybrid basis (They are both face to face and online which is made of a combination of the following:

- Body Conditioning
- Stretch and Tone
- Step Aerobics
- Cardio Box
- HIIT (High Intensity Interval Training)
- Hi-Lo impact Class
- Spinning (No online)

The appointed supplier will also be responsible for the maintenance of all fitness/exercise equipment.

3. SCOPE OF WORK/TERMS OF REFERENCE

The appointed service provider will be required to appoint a qualified and experienced Gym Supervisor who should always be available on site during the stated IDC Gym operating hours.

The Gym Manager will be responsible for the following:

3.1. Plan and manage all daily activities and administration at the IDC gym, which include the following:

- ✚ Keep and update inventory list of equipment and assets used at the IDC gym facility.
- ✚ Regular building maintenance inspections of the gym facility reporting all required maintenance to Facilities Helpdesk to ensure that the gym and amenities are clean and safe.
- ✚ Regular inspection of all equipment, provide reports on findings and conduct repairs within 3 working days and ensure that equipment is in a usable and safe condition.
- ✚ Ensure that the equipment is always handled in a responsible manner.
- ✚ Send daily reports to Facilities Management Department.
- ✚ Ensure timely updates of incident reports and ensure that copies are sent to the IDC appointed representative.
- ✚ Send correct invoices, with supporting documents monthly and on time.
- ✚ Attend meetings as and when requested by Facilities Management Department.
- ✚ Appoint qualified and experienced trainers to render training services.
- ✚ Appoint a full-time onsite gym supervisor.
- ✚ Ensure that trainers are available to take over existing training classes to ensure no interruption in staff's training schedules.
- ✚ Supervise all training activities within the approved/recommended standards and guidelines acceptable for the fitness training profession.
- ✚ Develop and manage a well-run and purposeful health and fitness training programme.
- ✚ The Gym manager remains accountable for all activities delegated to the supervisor he/she has appointed on site and trainers.
- ✚ Due to the hybrid working environment at IDC, Sessions must be rendered both physically and online for members working from home. The successful bidder must be able to present the sessions online using our Microsoft Teams Platform. (IDC will provide IT equipment)
- ✚ The preferred bidder will be responsible for payments of annual/monthly Software licencing, e.g. Oactive and Tanita, etc, or similar software for all related gym equipment.

3.2. Interact and communicate with the IDC gym members:

- ✚ In a manner that will support all aspects of health and fitness; encourage and assist gym members in monitoring their wellness and engagements with IDC wellness team on e.g. providing dietary guidance.
- ✚ Administer new member(s) recruitment, onboarding and orientate them ensuring that progress check-ins are conducted and file proof/documentation per individual.
- ✚ Daily administer WhatsApp group for the gym members, share relevant information about gym operations and motivations.
- ✚ Maintain a safe and healthy training environment and support good health practices.
- ✚ Ensure that the facilities are used by IDC gym members during approved times only.
- ✚ Play appropriate gym music.

3.3. Ad-Hoc Services:

Bidder may be required to render ad hoc gym classes to IDC as and when required, with cost in line with the price proposal provided per item e.g., IDC Wellness Day participation and ideas.

The appointed service, in addition to the services set out above may be requested by the individuals (staff) to provide ad-hoc private training services. These requests are permitted

however, must not interfere/interrupt standard classes the service provider is appointed for. Any costs for private personal training services will not be for the IDC's account. The rate for private training services shall be determined in consultation with the service provider and having due regard for going rates in the market, or such other amount as may be stipulated by the client from time to time in writing to the service provider. Payment for personal training services shall be paid and collected in accordance with such arrangements as the service provider and staff member may agree.

Note: The IDC will on ad hoc basis access any file, documents and proof of all fitness trainers' certifications. The IDC and EHS Department will also do ad-hoc hygiene inspection/audits to ensure a safe environment.

3.4. Maintenance of gym equipment

During a scheduled preventive maintenance visit, the bidder will be required to advise the IDC of any abnormalities or parts that are recommended for replacement and provide the relevant price for these parts. The IDC will then decide when the work should be done, based on the recommendations of the bidder.

The bidder will also be required to provide repair services of gym equipment on an as and when required basis. If a breakdown occurs, the required service must be provided within forty-eight (48) hours from time of notification, excluding weekends/holidays and pending parts availability. The parts will be bought by the bidder at the current retail price, provided such a price is competitive with other suppliers of the exact same part.

3.4.1. Preventive Maintenance

The bidder will be required to provide preventive / scheduled maintenance services on the IDC gym equipment. Please refer to Annexure 8 for the list of existing gym equipment.

Servicing will take place in the last week of each month during working hours and the service is to include, but not be limited to, the following:

3.4.1.1. Category A: Preventive Maintenance of Strength Training Equipment:

- a) Lubricate guide rods and / or clean with appropriate products (silicone, teflon, mineral oil, etc.),
- b) Lubricate all pop pins, bushing / shaft pivot points and linear bearings,
- c) Safety Check: close inspection on all drive cable, belts or chain drive for wear, alignment and integrity and adequate tension. Lubricate if applicable,
- d) Upholstery: check for cracked vinyl, seam breakdown and foam integrity,
- e) Ensure that selector pins are present and in good working order,
- f) Check the proper basic function of each machine's overall integrity (foam grip, bumper and correct signage),
- g) Check the welds and frame for stress cracks and correct bolt together fastening systems,
- h) Observe all pulleys, cams and transfer systems to ensure correct tension,
- i) Check all dumbbell and barbells (end cap bolts and bar integrity).

3.4.1.2. Category B: Preventive maintenance of Cardiovascular Equipment

Treadmills:

- a) Check all/any software safety shutdown devices and error log (complete electronic inspection), mechanical stop button and tether cords;
- b) Motor maintenance with amperage checks, loaded and unloaded at different speeds to determine proper function;
- c) Check all electrical connections;
- d) Lift motor maintenance;
- e) Check rollers, running belt and deck systems;
- f) Check lower electronics;
- g) Ensure all guards and covers are intact for the safety of users and the equipment itself;
- h) Check the functionality of the keypads;
- i) Vacuum out and wipe down, entire interior of treadmill if necessary; and
- j) Lubricate and make minor adjustment, as required, determined by equipment usage.

Bikes, Steppers, Rowers, Elliptical and Other Cardiovascular Equipment:

- a) Safety checks on seats, handles, grips and pedal straps;
- b) Clean, lubricate and adjust:
 - The rotary and linear systems;
 - The pedal crank arms system;
 - The primary axles and flywheels systems;
 - The resistance systems (friction pads, friction belts, etc.)
 - The belts, cables, chains, springs.
- c) Check generator, alternator and batteries: vacuum as necessary;
- d) Electronic checks of the control boards; amperage, Optimal Human Motion (OHM) and voltage tests to determine proper function;
- e) Ensure all guard and covers are intact for the safety of users and the equipment itself;
- f) Check the functionality of the keypads;
- g) Vacuum out the interior of the machines if necessary; and
- h) Lubricate and make minor adjustment, as required, determined by equipment usage.

3.4.2. Other responsibilities of the appointed service provider:

- The bidder to ensure that staff appointed to the site have Police Clearance which is valid and is renewed every year. Police Clearance of all staff to be provided within 8 weeks after appointment.
- The bidder and its employees will be required to comply with the IDC Security System and Procedures in accessing and working on the IDC premises, for his/her staff, the gym members and service providers.
- The bidder will be required to ensure strict adherence to the IDC Corporate Gymnasium Rules and Regulations.
- All trainers and the Gym Manager must be fully uniformed when doing duties at the IDC Gym for ease of identification on site. Note: All IDC Policy information will be made available to the successful bidder.
- The bidder and the proposed team must, always, ensure adequate provision of Gym appropriate branded apparel and the bidder must ensure that employees assigned to site are easily identified by providing name tags depicting company logo and name for their staff members.
- Replacement of old/worn out gym apparel for staff.

- The appointed bidder will be required to provide a comprehensive OHS Safety site file to the IDC within 7 days from the date of appointment. The file must be updated continuously/annually.

4. PROJECT TIMELINES

The appointed service provider(s) will be required to start immediately after the award and provide the services for a period of three (3) years.

5. TECHNICAL EVALUATION CRITERIA

5.1. Mandatory Technical Requirements

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

5.1.1 STATUTORY LABOUR REQUIREMENTS	COMPLY	NOT COMPLY
The bidder must always ensure compliance with all relevant statutory labour requirements especially the following with no exception:		
<ul style="list-style-type: none"> • Basic Condition of Employment Act. • Must register all employees with UIF and COIDA throughout the contract duration with the IDC (provide proof once appointed). The appointed bidder will be required to provide proof of employees UIF registration as and when required throughout the duration of the contract 		
<ul style="list-style-type: none"> • A valid Letter of Good Standing with the Department of Employment and Labour; or • A valid Tender Letter from the Department of Employment and Labour for the companies without employees not registered with the Compensation Fund. <p>NB. In the case where a tender letter from the Department of Labour was submitted, the awarded bidder will be required to submit a valid letter of good standing within 3 months of appointment.</p>		
Substantiate / Comments		

5.2. Other Technical Requirements

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

5.2.1 BIDDER'S EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder and/or the founding member of the bidding entity must demonstrate their relevant experience in the management of gym facilities for a corporate client of a similar (or more) magnitude to that of the IDC (i.e. gym facility for a staff compliment of two hundred (200) members or more).</p> <p>The bidder and/or the founding member of the bidding entity must provide a minimum of three (3) relevant and verifiable references for similar services rendered in the past ten (10) years.</p>			
<p>To substantiate refer to Annexure 1, Table (A) of this document for the format in which the required information must be provided and submit with their proposal a submit photos/portfolio of evidence showing the above as evidence.</p>			
<p>To substantiate refer to Annexure 1, Table (A) of this document for the format in which the required information must be provided and submit with their proposal a submit photos/portfolio of evidence showing the above as evidence.</p>			
Substantiate / Comments			

5.2.1 BIDDER'S PROPOSED GYM MANAGER	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's proposed Gym Manager is required to have experience with a minimum of 5 years relevant experience in providing similar services.</p>			
<p>To substantiate, the bidder must submit as part of its proposal CV(s) of the proposed Gym Manager. The CV(s) must clearly highlight the following:</p> <ul style="list-style-type: none">• whether the referenced gym facility is owned by the proposed gym manager or managed on behalf of a client.• relevant qualifications & skills within the fitness training industry.• relevant certification/membership from professional fitness academy.• the CV(s) of the proposed manager(s) must clearly detail the gym managers capability and experience• gym manger(s) must provide three (3) relevant references.• copies of relevant qualification and certification must be submitted as part of this proposal.			
<p>Please refer to Annexure 1, Table (B) of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.2 BIDDER'S PROPOSED TRAINING TEAM	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder's proposed training staff are required to have experience in training a group of ten (10) or more members and private training lessons with a minimum of three (3) years relevant experience.</p> <p>To substantiate, the bidder must submit as part of its proposal CVs of the proposed team members. The CVs must clearly highlight the following:</p> <ul style="list-style-type: none"> • relevant qualifications & skills within the fitness training industry • relevant certification/membership from professional fitness academy. • details of a minimum of three (3) gym facilities/clients of the proposed training staff member. <p>Please refer to Annexure 1, Table (C) of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.4 BIDDERS PROPOSED MAINTENANCE TEAM	Comply	Partially Comply	Not Comply
<p>The bidder's proposed maintenance team is required to have relevant qualifications, skills and experience in providing maintenance and support services of gym equipment.</p> <p>To substantiate, bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • the structure and composition of the proposed maintenance team, clearly outlining the main disciplines / specialties of the services required. • CVs clearly highlight qualifications, areas of experience / competence relevant to the tasks and objectives of this tender as outlined above. • copies of qualifications and certification <p>Please refer to Annexure 1, Table (D) of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.2.5 BIDDER'S PROPOSED PROJECT PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder must provide a detailed project plan, which is to include key timelines within a period not longer than six (6) weeks from the commencement date. The plan must indicate the key activities, timelines, and milestones/deliverables when taking over from date of appointment from the previous contract.</p>			
Substantiate / Comments			

5.2.6. BIDDER'S PROPOSED METHODOLOGY	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The bidder must demonstrate a thorough understanding of the objectives and deliverables of Gym Management services.</p> <p>To substantiate, the bidder must provide a detailed (step-by-step) proposal of the methodology/approach to be used to carry out the scope of work outlined above and clearly demonstrate how the Gym Management objectives and deliverables will be achieved, detailing but not limited to the following:</p> <ul style="list-style-type: none"> • day to day management and running of services in the gym. • incident management and reporting. • Inspections of the facility and reporting maintenance needs to Facilities Helpdesk through emails/call logging. • daily, weekly, and monthly reporting • the bidder must provide day to day, monthly and major maintenance plan of the current gym equipment in line with the list of equipment provided, Annexure 9 of this RFP. • manage daily communication platforms with all members for updates and motivations, e.g. group WhatsApp's, etc. • business continuity in case of riots, technology and resignation of team members to ensure that services are not impacted. • provision of relievers. • option to absorb current gym staff members for continued employment. • work schedule of the gym supervisor and team members • bidder is required to provide a detailed proposal of a purposeful fitness training programme both online and onsite. 			
Substantiate / Comments			

Important Note: Responses provided in terms of this statement of compliance should be substantiated in the columns provided, where the space is insufficient, please add or refer to any additional annexures in your response dealing with this.

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

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

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

YES	NO
-----	----

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

3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4. Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

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

6. COSTING MODEL

6.1 Gym Management fee

Description	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Monthly Management fees				
Monthly onsite Supervisor fees				
Disbursement				
Sub-Total Cost (6.1) (VAT Excl.) for Year 1				
VAT@15				
Sub-Total Cost (6.1) (VAT Incl.) Year 1				
Sub-Total Cost (6.1) (VAT Incl.) Year 2				
Sub-Total Cost (6.1) (VAT Incl.) Year 3				

Notes on pricing:

- The Management Fee must include all costs related to the management of the IDC gym facility as outlined in the scope of work above but excluding costs for fitness trainers, which will be paid for on an ad hoc basis subject to prior approval by the IDC.
- The appointment, management and payment of staff manning the gym and fitness trainers will be the responsibility of the appoint bidder.
- A detailed cost breakdown must be provided to indicate the proposed cost structure for the management fee of the gym.

6.2 Hybrid Fitness Training Fee

Group Fitness Classes	Rate per 50-minute session	No. of sessions per month	Total Cost (VAT Excl.)
Body Conditioning		8	
Stretch and Tone		8	
Step Aerobics		8	
Cardio Box		8	
HIIT (High Intensity Interval Training)		12	
Hi-Lo impact Class		12	
Spinning (No online)		4	
Sub-Total Cost (VAT Excl.) for Year			
VAT@15%			
Physical: Sub-Total Cost (6.2) (VAT Incl.) Year 1			
Physical: Sub-Total Cost (6.2) (VAT Incl.) Year 2			
Physical: Sub-Total Cost (6.2) (VAT Incl.) Year 3			

6.3 Maintenance fee

Description	Resource(s)	Monthly fee	Cost (VAT Excl.)
Monthly Maintenance fee of the IDC Equipment			
Sub-Total Cost (VAT Excl.) for Year 1			
VAT@15			
Total (Maintenance) Cost (VAT Incl.) Year 1			
Total (Maintenance) Cost (VAT Incl.) Year 2			
Total (Maintenance) Cost (VAT Incl.) Year 3			

Note: The monthly service fee must be inclusive of all costs related to the maintenance of the IDC gym equipment.

6.4 Supply of parts on these

The preferred bidder will be required to supply and deliver parts on a need basis (ad-hoc). For evaluation purposes, bidders are required to provide prices for the following items. The quantities reflected below are only estimates based on the current trends. Prices must be valid for the first 12 months of the duration of the contract

Description	Unit of Measure	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
Transmission belt for the Technogym Group Cycle Spinning Bike	Each	6		
Technofit - Elliptical E300 drive belt (Poly-V, 2DAK)	Each	3		
Technofit Lat pull down cable	Each	3		
Technofit - Tricep machine pull down cable	Each	3		
Technofit - Smith Machine Cable	Each	3		
Sub-Total (6.4) (Parts) (VAT Excl.)				
VAT@15				
Parts Total Cost (VAT Incl.)				

Note: Ad hoc services will be attended to during working hours on workdays. Part(s) replacement will be billed for at cost subject to prior approval by the IDC.

Cost Element	Cost (VAT Excl.)
Sub-Total Disbursements	

Note on pricing:

Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for

Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

6.4 Summary of the Costs

Gym Management Fee Years 1-3 (6.1) (VAT Incl.)	
Hybrid Fitness Training Fee Years 1-3 (6.2) (VAT Incl.)	
Maintenance Fee Years 1-3 (6.3) (VAT Incl.)	
Estimated ad-hoc parts (6.4) (VAT Incl.)	
Total Bid Price (6.1 + 6.2 + 6.3 + 6.4) (VAT Incl.)	

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T46/10/24**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Gym Management Services for the IDC Gym facility, as specified in this RFP document.

R..... (Including VAT)

In words

R..... (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

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

SIGNED

DATE

(Print name of signatory)

Designation

**FOR AND ON BEHALF
OF:**

COMPANY
NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2**Bidder's Experience and the proposed Project Team**

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]

The bidder must provide the following information:

Table (A) Details of the bidder's current and past experience in providing Gym Manager services (please refer to Section 2 par 5.2.1):

Client' Name	Industry	Service period (Start and End Dates)		Description of service performed and extent of Bidder's responsibilities	Type of Contract	Title and telephone contact of client

Table (B) Details of the proposed Gym Manager(s) current and past references in providing Gym Manager services (please refer to Section 2 par 5.2.2):

Client' Name	Industry	Service Project period (Start and End Dates)		Description of service performed and extent of Bidder's responsibilities	Title and telephone contact of client

Table (C) Details of the proposed Training Teams current and past references in providing training services (please refer to Section 2 par 5.2.3):

Client' Name	Industry	Service Project period (Start and End Dates)		Description of service performed and extent of Bidder's responsibilities	Title and telephone contact of client

Table (D) Details of the proposed maintenance team current and past references in providing training services (please refer to Section 2 par 5.2.3):

Client' Name	Industry	Service Project period (Start and End Dates)		Description of service performed and extent of Bidder's responsibilities	Title and telephone contact of client

Table (E) Summary of all personnel of the bidders' proposed team: including supervisor(s) and manager(s)

[illegible]

ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference 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	
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 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS		
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
<p>2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <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 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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;

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.

- 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 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

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.

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2 Trust Information

With reference to point 8.6 IDC Rights, should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

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

3 Black Shareholders/ Members as per the B-BBEE Certificate

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

4 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

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

ANNEXURE 7: DISCLOSURE STATEMENT

In terms of the tender condition 8.6, 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:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award to any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
 - 2.1.any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 2.2.any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.
4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No

Fax No

Cell No

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

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

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

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

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

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

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

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

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

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

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

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	Accountability The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Processing Limitation 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Purpose Specification 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Further Processing Limitation 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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"/>
6.	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date

ANNEXURE 9: DYMSON ASSEST CLASS 18000 IDC GYM EQUIPMENT LIST

Asset	Serial number	Capitalized on	Asset description
180000	218601	2014/02/12	AC2970 Treadmills - Gym
180001	218602	2014/02/12	AC2970 Treadmills - Gym
180002	218603	2014/02/12	AC2970 Treadmills - Gym
180004	218605	2014/02/12	PU300 Upright Bike - Gym
180005	218606	2014/02/12	PU300 Upright Bike - Gym
180006	218607	2014/02/12	PR300 Recumbent Bike - Gym
180007	218608	2014/02/12	PR300 Recumbent Bike - Gym
180008	218609	2014/02/12	PE350 Elliptical - Gym
180009	218610	2014/02/12	PE350 Elliptical - Gym
180010	218611	2014/02/12	PM3 Rowing Machine Concept 2 - Gym
180011	218612	2014/02/12	PM3 Rowing Machine Concept 2 - Gym
180022	218623	2014/02/12	Leg Press - Gym
180023	219701	2014/02/12	Leg Extension - Gym
180024	219786	2014/02/12	Hi Low Cable Pulley - Gym
180025	219703	2014/02/12	Lying Leg Curl - Gym
180027	219780	2014/02/12	Smith Machine - Gym
180028	219625	2014/02/12	Lat Pull Down - Vacant
180029	218630	2014/02/12	Chest Press - Gym
180030	218631	2014/02/12	Bicep Machine - Gym
180032	219775	2014/02/12	Hyper Extension - Gym
180033	219773	2014/02/12	Seated back traction machine - GYM
180034	218634	2014/02/12	Vertical knee Raise - Gym
180035	219776	2014/02/12	Squat Rack - Gym
180036	218637	2014/02/12	Standing Calf Machine - Gym
180037	218638	2014/02/12	Bench Press Selectorised Machine - Gym
180038	219788	2014/02/12	45 degree Leg Press with plate loaded - Gym
180039	219774	2014/02/12	Back Seated Machine - Gym
180040	219782	2014/02/12	T-Bar Row - Gym
180042	219770	2014/02/12	Pec Fly - Gym
180043	219772	2014/02/12	Assisted Chin and Dip - Gym
180044	218645	2014/02/12	Dual Pulley Functional Trainer - Gym
180045	218646	2014/02/12	Abdominal Machine - Gym
180046	218647	2014/02/12	Shoulder Seated Press Machine - GYM
180047	221596	2014/02/12	Adjustable Bench - Gym
180048	219778	2014/02/12	Adjustable Bench Press Hoist - Gym
180050	219783	2014/02/12	Crunch Adjustable Bench - Gym
180052	219779	2014/02/12	Weight Plate Tree - Gym
180053	219785	2014/02/12	Dumbell Rack - Gym
180054	219781	2014/02/12	Barbell Rack - Gym
180055	GYM	2014/02/12	EZ Bar X2 - Gym
180056	GYM	2014/06/18	Balance (BOSU) Grey - Gym
180057	GYM	2014/06/18	Balance (BOSU) Grey - Gym
180058	GYM	2014/06/18	Balance (BOSU) Grey - Gym
180059	GYM	2014/06/18	Balance (BOSU) Grey - Gym
180060	GYM	2014/06/18	Weighted Sand Bag 5Kg x 5 - Gym
180061	GYM	2014/06/18	Blue Kettlebell Competition 12Kg - Gym
180062	GYM	2014/06/18	Blue Kettlebell Competition 12Kg - Gym
180063	GYM	2014/06/18	Blue Kettlebell Competition 12Kg - Gym
180064	GYM	2014/06/18	Blue Kettlebell Competition 12Kg - Gym
180065	GYM	2014/06/18	Purple Kettlebell Competition 20Kg - Gym
180066	GYM	2014/06/18	Purple Kettlebell Competition 20Kg - Gym
180067	GYM	2014/06/18	Purple Kettlebell Competition 20Kg - Gym

180068	GYM	2014/06/18	Purple Kettlebell Competition 20Kg - Gym
180069	GYM	2014/06/18	Aerobic Mat Black x 32- Gym
180070	GYM	2014/06/18	Medicine Ball 4Kg x 4 - Gym
180074		2014/02/28	Callipers Manual - Gym
180076		2014/02/28	Measuring Tape - Gym
180079	218635	2014/02/28	Standard Model Portable Table/Bed - Gym
180080		2014/02/28	Weighted Vest 20kg (3) - Gym
180081		2014/02/28	Yoga Mat (22) - Gym
180082	222645	2014/02/28	Scale Electronic - Gym kitchen
180083	GYM	2014/06/30	Bosu Balance trainers - GYM
180084	GYM	2014/06/30	Bosu Balance trainers - GYM
180085	GYM	2014/06/30	Bosu Balance trainers - GYM
180086	GYM	2014/06/30	Bosu Balance trainers - GYM
180087	GYM	2014/06/30	Bosu Balance trainers - GYM
180088	GYM	2014/06/30	Bosu Balance trainers - GYM
180089	GYM	2014/06/30	FitDeck Fanatics Pack Bundle (30 packs) - Gym
180090	GYM	2014/06/30	FitDeck Fanatics Pack Bundle x 27 pack- Gym
180091	217122	2014/10/31	Impulse IT Seated Preacher Curl
180092		2014/10/31	Wall Mounted Pull Up Bar
180093	217121	2014/10/31	Pylo Box Set 12,18,30 & 24 Inch - GYM
180094		2014/10/31	6 Lock Jaws Collar Olympic
180095		2014/10/31	Olympic Bar Gun Rack
180096	217130 217139	- 2014/10/31	10 Aerobic Step Adjustable non-slip TFT Surfa -GYM
180097	GYM	2014/10/31	3 Speed Rope Rebel Elite - GYM
180098	220618	2016/08/31	Technogym Group Cycle Bike - GYM
180099	220619	2016/08/31	Technogym Group Cycle Bike - GYM
180100	220615	2016/08/31	Technogym Group Cycle Bike - GYM
180101	220624	2016/08/31	Technogym Group Cycle Bike - GYM
180102	220622	2016/08/31	Technogym Group Cycle Bike - GYM
180103	220613	2016/08/31	Technogym Group Cycle Bike - GYM
180104	220617	2016/08/31	Technogym Group Cycle Bike - GYM
180105	220616	2016/08/31	Technogym Group Cycle Bike - GYM
180106	220614	2016/08/31	Technogym Group Cycle Bike - GYM
180107	220621	2016/08/31	Technogym Group Cycle Bike - GYM
180108	220623	2016/08/31	Technogym Group Cycle Bike - GYM
180109	220620	2016/08/31	Technogym Group Cycle Bike - GYM
180110	GYM	2016/08/30	1, 2 & 5kg Plastic Coated Aerobic Dumbbells - GYM
180111		2016/09/30	10 Stability Balls
180112	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180113	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180114	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180115	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180116	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180117	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180118	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180119	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180120	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180121	GYM	2016/09/30	Airex Corona Mat (Yoga) - GYM
180122	GYM	2016/09/30	Sandbag filled to 10kg X 1 of sand - GYM
180123	GYM	2016/09/30	Sandbag filled to 5kg x 5 of sand - GYM
180124		2017/01/31	Physioball Pump 65cm Anti Burst-Gym
180127	222602	2017/11/17	Micro Digital Physician Scale - Female changeroom
180128	222603	2017/11/17	Micro Digital Physician Scale - Male changeroom
180129	222724	2018/01/31	Matrix S-drive performance Trainers treadmills-GYM

180130	222725	2018/01/31	Matrix S-drive performance Trainers treadmills-GYM
180131	222726	2018/01/31	Matrix S-drive performance Trainers treadmills-GYM
180132	222727	2018/01/31	Matrix S-drive performance Trainers treadmills-GYM
180133	222459	2019/05/31	Paraplegic Shower Chair - GYM
180134	X2	2023/03/31	Steam Cyclinder 1534A bottle for GYM
180135		2023/12/18	Portable Hybrid Speakers
180136		2023/12/18	Portable Hybrid Speakers
180137		2023/12/18	Portable Hybrid Speakers
180138		2023/12/18	Portable Hybrid Speakers
180139		2024/03/26	Portable Hybrid Speakers
180140		2024/03/26	Portable Hybrid Speakers
180141		2024/03/26	Six-digit timer with screen