



# TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

<b>REQUEST FOR PROPOSALS</b>	
<b>RFP Description:</b>	Provision of Office Space for Tshwane Automotive Special Economic Zone (TASEZ) for a period of 36 months
<b>RFP Number:</b>	RFP003/2023
<b>Closing Date:</b>	07 February 2024
<b>Closing Time:</b>	12H00
<b>RFP Validity Period:</b>	120 Working Days
<b>Non - Compulsory Briefing:</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Non - Compulsory Briefing Session Details:</b>  Date: 26 January 2024 Time: 10:00 am – 12:00 pm Venue: Supavut – meet at the corner of Alwyn and Propshaft Road (Feltex Entrance)
<b>TASEZ Enquiry Details:</b>	
<b>Name:</b>	SCM
<b>Contact Numbers:</b>	012 564 3174
<b>Email Address:</b>	<a href="mailto:rfqs-rfps@tasez.co.za">rfqs-rfps@tasez.co.za</a>
<b>Delivery Address:</b>	The Procurement Officer Tshwane Automotive Special Economic Zone Automotive Supplier Park 30 Helium Road Rosslyn Ext 2
<b>Special Note for Bidder:</b>	

<b>Bidders Name:</b>	
<b>Total Bid Price (All Inclusive)</b>	R

#### Controlled Disclosure

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## **1. Introduction**

- 1.1.** The Department of Trade and Industry (the DTIC) in collaboration with the Gauteng Province and the City of Tshwane have established a Special Economic Zone (SEZ) in Silverton, Tshwane. The Tshwane Automotive Special Economic Zone (TASEZ) was established and registered in terms of the Companies Act No 71 of 2008 to be the Operator of this SEZ and for the implementation of the construction scope with the SEZ campus. The SEZ is established to accommodate mainly the automotive component manufacturers that will supply Ford Motor Company. It is also aimed at offering a diversity of appropriate land uses and other economic activities.
- 1.2.** This Request for Proposals (RFP) is for the appointment of a service provider to provide office space services at the Tshwane Automotive Special Economic Zone (TASEZ) for a period of thirty (36) months.

## 2. SBD 1 Form – Invitation to Bid

### 2.1. Invitation to Bid

<b>You are Hereby Invited to Bid for Requirements of the (Name of Department/ Bidder Entity)</b>					
<b>Bid Number:</b>	TASEZ/RFP003/2023	<b>Closing Date:</b>	07 February 2024	<b>Closing Time:</b>	12h00
<b>Description:</b>	<b>Provision of Office Space for Tshwane Automotive Special Economic Zone for a period of 36 months</b>				
<b>The Successful Bidder will be Required to Fill in and Sign a Written Contract Form (SBD7).</b>					

Bid Response Documents May Be Deposited in the Bid Box Situated at (Street Address):

<b>Tshwane Automotive Special Economic Zone (Main Gate)</b>					
<b>Automotive Supplier Park</b>					
<b>30 Helium Road, Rosslyn Ext 2</b>					
<b>Supplier Information</b>					
Name Of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cellphone Number					
Facsimile Number	Code		Number		
E-Mail Address					
Vat Registration Number					
	TCS PIN:		OR	CSD No:	
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE Status Level Sworn Affidavit		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who was the Certificate Issued by?					
An accounting officer as contemplated in the Close Corporation Act (CCA) and name the applicable in the tick box	<input type="checkbox"/>	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)			
	<input type="checkbox"/>	A Verification Agency Accredited by the South African Accreditation System (SANAS)			
	<input type="checkbox"/>	A Registered Auditor Name:			
<b>[A B-BBEE Status Level Verification Certificate / Sworn Affidavit (For EMES &amp; QSES) Must Be Submitted in Order to Qualify for Preference Points For B-BBEE]</b>					
Are you the Accredited Representative in South Africa for the Goods / Services / Works Offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[If Yes Enclose Proof]			[If Yes Answer Part B:3 Below]	

<b>Signature of Bidder</b>	..... .....	<b>Date</b>	..... .....
Capacity under which this Bid is Signed. (Attach Proof of Authority to Sign this Bid, e.g., Resolution of Directors, etc.)			
Total Number of Items Offered		Total Bid Price (All Inclusive)	R
<b>Bidding Procedure Enquiries may be Directed to:</b>		<b>Technical Information may be Directed to:</b>	
Department/ Bidder Entity	SCM TASEZ	Contact Person	Lucia / Hlamulo
Telephone Number	012 564 3174	Facsimile Number	012 564 3174
Facsimile Number	N/A	E-Mail Address	<a href="mailto:rfqs-rfps@tasez.co.za">rfqs-rfps@tasez.co.za</a>
E-Mail Address	<a href="mailto:rfqs-rfps@tasez.co.za">rfqs-rfps@tasez.co.za</a>		

## **2.2. Terms and Conditions for Bidding**

### **2.2.1. Proprietary Information**

2.2.1.1. TASEZ considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to TASEZ. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of TASEZ.

### **2.2.2. Enquiries and Communication**

2.2.2.1. All communication and attempts to solicit information of any kind relative to this tender should be in writing and directed to: Email address: [rfqs-rfps@tasez.co.za](mailto:rfqs-rfps@tasez.co.za).

2.2.2.2. Clarification questions from Bidder will be closed **Five (5) Days** before the date of closure of the RFP. Note that the last date for request for information pertaining to this tender will be on the **1<sup>st</sup> of February 2024**.

2.2.2.3. Bidders may not contact any other TASEZ employee besides contact person mentioned on Paragraph 2.2.2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

- 2.2.2.4. All the documentation submitted in response to this tender must be in English.
- 2.2.2.5. The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TASEZ in regard to anything arising from the fact that pages are missing or duplicated.
- 2.2.2.6. If the Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error, or inconsistency in this RFP or any other information provided by TASEZ (other than minor clerical matters), the Bidder must promptly notify TASEZ in writing of such discrepancy, ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).
- 2.2.2.7. Any actual discrepancy, ambiguity, error, or inconsistency in the RFP or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.
- 2.2.2.8. All persons (including Bidders) obtaining or receiving the RFP and any other information in connection with the RFP must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a response to the RFP.

### **2.2.3. Validity Period**

- 2.2.3.1. Responses to this tender received from suppliers will be valid for a period of 120 days counted from the closing date of the tender.

### **2.2.4. Submission of Tenders**

- 2.2.4.1. All submissions must be marked: "For attention: Supply Chain Management" with the RFP Number included and hand delivered. The Tender Box is situated at the **Main Gate**. The address is: -  
**The Procurement Officer**  
**Tshwane Automotive Special Economic Zone**  
**Automotive Supplier Park**  
**30 Helium Road**  
**Rosslyn Ext 2**

2.2.4.2. Bid documents shall only be considered when received on or before the closing date and time which is **07<sup>th</sup> of February 2024** at **12h00**. Late proposals will not be considered. RFP documents will not be opened in Bidder; however, the results will be published on the TASEZ website.

2.2.4.3. Tenders should be submitted bound in a sealed envelope and Bidders are required to submit as follows: -

#### **2.2.4.3.1. One (1) Original**

2.2.4.3.1.1. One original of the completed RFP document shall be placed in a sealed envelope marked: **"TASEZ/RFP003/2023 – Provision of Office Space for Tshwane Automotive Special Economic Zone for a period of 36 months.**

2.2.4.3.1.2. The **Closing Date and Time**, **Company Name** and the **Return Address** must also be endorsed on the envelope.

2.2.4.3.1.3. If a **Courier Service Company** is being used for delivery of the bid document, the bid description must be endorsed on the **Delivery Note / Courier Packaging** to ensure that documents are delivered into the tender box.

#### **2.2.4.3.2. Flash Disk**

2.2.4.3.2.1. A copy of the tender shall be scanned and saved in a flash disk that will resemble the original signed hardcopy. The flash disk must be secured in the file.

#### **2.2.4.3.3. Electronically Submission**

2.2.4.3.3.1. Electronic submissions are not allowed for this tender.

2.2.4.4. The bids must be in the tender box by no later than **12h00** on the **07<sup>th</sup> of February 2024**.

2.2.4.5. No bid received by telegram, telex, email, facsimile or similar medium will be considered. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.

2.2.4.6. Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. Submission of amendment bids without also submitting an original bid document as requested will not be considered.

2.2.4.7. The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.

2.2.4.8. **Bidders are required to initial each page of the RFP document on the right-hand side at the bottom of each page.**

2.2.4.9. Bidders to note that TASEZ is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.

2.2.4.10. TASEZ reserves the right not to accept the lowest bid of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and also financially advantageous to TASEZ.

2.2.4.11. TASEZ also reserves the right to award this bid to a purely empowerment company or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added as a request to be agreed when contracting.

2.2.4.12. TASEZ also reserves the right to award this bid as a whole or in part without furnishing reasons.

2.2.4.13. TASEZ reserves the right to, amongst other things, conduct unscheduled or scheduled site visit/s to satisfy itself, as to the validity of the information provided on this bid documents.

2.2.4.14. An incomplete price list shall render the bid non-responsive.

2.2.4.15. TASEZ reserves the right to review the pricing/financial proposal submitted by the bidder and make an assessment if their proposed

costing is market related or not and reserves the right to negotiate or not to negotiate the with the preferred bidder or any bidder as per recommendation of the BAC. The process for negotiation will be governed by the TASEZ internal SCM processes as approved and in line with Preferential Procurement Regulation of 2017.

2.2.4.16. All Conditions in the Joint Building Contracts Committee (JBCC) will apply, however Special Conditions of Contract (SCC) as outlined herein will supersede other conditions. **N/A to this bid**

2.2.4.17. All reference to TASEZ on this bid document includes its subsidiaries who are affected by the deliverable of this bid document

2.2.4.18. The General Condition of Contract is part of this tender document and will be incorporated as an annexure and those will be bidding to the bidder whether they are returned and submitted with the bid response or not and will remain bidding to the bidder whether initialled or not.

2.2.4.19. This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other legislation or special conditions of contract.

2.2.4.20. None of this bid conditions are to be changed by the bidder unless agreed in writing and approved by TASEZ.

2.2.4.21. Bidder must register on the central supplier database (CSD) to upload mandatory information namely: (Business Registration / Directorship / Membership / Identity Numbers; Tax Compliance Status; Banking Information for verification purposes). B-BBEE Certificate or Sworn Affidavit for B-BBEE must be submitted to bidding institution.

## **2.2.5. Late Submission**

2.2.5.1. Late responses to the RFP will not be accepted.

2.2.5.2. All dates and times in this RFP are in accordance with the South African standard calendar and time.

2.2.5.3. Any time or date in this RFP is subject to change at TASEZ's discretion. The establishment of a time or date in this RFP does not create an

obligation on the part of TASEZ to take any action or create any right in any way for any Bidder to demand that any action be taken on the date established.

2.2.5.4. The Bidder accepts that, if TASEZ extends the deadline for the RFP submission (the closing date) for any reason, the requirements of this RFP otherwise apply equally to the extended deadline.

### **2.3. SBD 2 - Tax Compliance Requirements**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

#### **Tax Compliance Requirements**

2.3.1. Bidders must ensure compliance with their Tax obligations.

2.3.2. Bidders are required to submit their Unique Personal Identification Number (Pin) issued by SARS to enable TASEZ to verify the taxpayer's profile and tax status.

2.3.3. Application for Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za)

2.3.4. Bidders must submit a printed TCS Certificate together with the bid.

2.3.5. In Bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate TCS Certificate / Pin / CSD Report.

2.3.6. Where no TCS Pin is available, but the Bidder is registered on the Central Supplier Database (CSD), a CSD Report must be provided.

2.3.7. No bids will be considered from persons in the Service of The State, Companies with Directors who are Persons in The Service of the State, Or Close Corporations with members Persons in the Service of the State."

### **2.4. Questionnaire to the Bidding Foreign Suppliers**

Is The Bidder a Resident of the Bidder of South Africa (RSA)?

Yes  No

Does the Bidder have a Branch in the RSA?  Yes

No

Does the Bidder have a Permanent Establishment in the RSA?

Yes  No

Does the Bidder have any Source of Income in the RSA?  Yes

No

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 2.3 above.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE:

## 2.5. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of Enterprise:**

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**Section 2: VAT Registration Number, if any:**

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**Section 3: CIDB Registration Number, if any:**

**Section 4: Particulars of Sole Proprietors and Partners in Partnerships**

Name*	Identity number*	Personal Income Tax Number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of Companies and Close Corporations**

Company Registration Number:

---

Close Corporation Number:

---

Tax Reference Number:

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**Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.**

**Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order.
- ii) Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iv) Confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Bidder or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

### **3. Scope of Work**

#### **3.1. General Requirements**

Bidders to provide proposals for the Provision of **Office Space, Boardrooms, Reception Area, Pause Area, Smoking Area, Secured Parking, Security, Cleaning and Maintenance Services.**

#### **3.2. Location and Occupation Date**

3.2.1. The Office Space offered must be fully serviced and should be located in Pretoria Gauteng Province, a suitable area includes the following:

- 3.2.1.1. Within 20km radius from Ford Motor Company, Simon Vermooten Road Silverton Pretoria East, South Africa.
- 3.2.1.2. Proximity to public transport
- 3.2.1.3. Conducive to a professional working environment (away from abandoned/dilapidated buildings, litter and pollution).
- 3.2.1.4. Free from traffic noise and congestion.
- 3.2.1.5. Near other office parks/office buildings.
- 3.2.1.6. If proposed premise has multiple tenants in one building, such tenants must be compatible with the TASEZ's vision, values, and mission.
- 3.2.1.7. The Office Space must be within 1km distance from public transport routes.
- 3.2.1.8. Easy access to cafes and take-aways or canteen services.

3.2.2. The premises offered must be ready for occupation on 1 April 2024.

#### **3.3. Technical Requirements**

3.3.1. The office space shall be designed to accommodate the staff complement of TASEZ as per the table below:

<b>Division</b>	<b>Executives</b>	<b>Managers</b>	<b>Staff</b>	<b>Interns</b>	<b>Total</b>
<b>CEO's Office</b>	1	3	4	0	8
<b>Corporate Services</b>	1	5	7	3	16
<b>Infrastructure</b>	1	5	1	1	8

<b>Zone Operations</b>	1	1	0	0	2
<b>Business Development</b>	1	6	5	5	17
<b>Finance &amp; Supply Chain</b>	1	3	7	2	13
<b>Total</b>	<b>6</b>	<b>23</b>	<b>24</b>	<b>11</b>	<b>64</b>

### 3.4. Office Facilities

#### 3.4.1. Management Offices

<b>Division</b>	<b>CEO's Office</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Meters</b>
CEO	1	5mx5m	25m <sup>2</sup>
All 5 Divisions	<b>Executive Managers</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Meters</b>
	5	5mX5m	125m <sup>2</sup>
<b>Division</b>	<b>Managers</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Meters</b>
CEO's Office	3	4mx4m	48 m <sup>2</sup>
Corporate Services	5	4mx4m	80m <sup>2</sup>
Infrastructure	5	4mx4m	80m <sup>2</sup>
Zone Operations	1	4mx4m	16m <sup>2</sup>
Business Development	6	4mx4m	96m <sup>2</sup>
Finance & Supply Chain	3	4mx4m	48m <sup>2</sup>
<b>Total</b>	<b>23</b>	<b>Minimum Total Square Metres</b>	<b>518m<sup>2</sup></b>

#### 3.4.2. Staff Offices

Staff must be provided with an open plan office per Division which must be capable of housing all the staff members in that Division, each staff must be

provided with a minimum of 9m<sup>2</sup> working space and at least 1m walkthrough passages between the workstations.

<b>Division</b>	<b>Number of Staff</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Metres</b>
<b>CEO's Office</b>	4	7mX7m	49m <sup>2</sup>
<b>Corporate Services</b>	7	7mX15m	105 m <sup>2</sup>
<b>Infrastructure</b>	1	4mx4m	16m <sup>2</sup>
<b>Business Development</b>	5	11m X 7 m <sup>2</sup>	77m <sup>2</sup>
<b>Finance &amp; Supply Chain</b>	7	7mX15m	105m <sup>2</sup>
<b>Total</b>	<b>24</b>	<b>Minimum Total Square Metres</b>	<b>352 m<sup>2</sup></b>

### 3.4.3. Intern Offices

Interns must be provided with an open plan office which must be capable of housing all 11 interns, each intern must be provided with a minimum of 9m<sup>2</sup> working space, provide 1 m walkthrough passages between the workstations.

<b>Number of Interns</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Metres</b>
<b>11</b>	<b>11m X 16 m</b>	<b>176 m<sup>2</sup></b>

## 3.5. Meeting Facilities

### 3.5.1. Boardrooms

Provide two (2) boardrooms.

3.5.1.1. Boardroom 1 must be a minimum of 10m x 10m.

3.5.1.2. Boardroom 2 must be a minimum of 8m x 8m.

### 3.5.2. Meeting Rooms

Provide two (2) meeting rooms, each room must be a minimum of 4m x 4m

### 3.5.3. Employee briefing area

Provide access to employee briefing area capable of housing 80 employees with braai area.

<b>Meeting Facility</b>	<b>Minimum Space Requirements</b>	<b>Minimum Square Metres</b>
Boardroom 1	10mx10m	100m <sup>2</sup>
Boardroom 2	8mx8m	64 m <sup>2</sup>
Meeting Room 1	4mX4m	16m <sup>2</sup>
Meeting Room 2	4mx4m	16m <sup>2</sup>
Employee Briefing Area		400m <sup>2</sup>
<b>Total Meeting Areas = 5</b>	<b>Total Minimum Square Metres</b>	<b>600 m<sup>2</sup></b>

### **3.6. Document storage facilities**

Provide three (1) document storage room, the storage room must be lockable, leak free and fireproof.

<b>Number of document storage rooms</b>	<b>Minimum Square Metres</b>
1	100m <sup>2</sup>

### **3.7. Common Facilities:**

#### **3.7.1. Sanitation Facilities**

Provide sufficient sanitary facilities in accordance with SANS 10400 and:

- 3.7.1.1. make toilet paper available to employees;
- 3.7.1.2. provide every water closet pan designed to have a seat, with a seat;
- 3.7.1.3. supply a towel to every employee for his sole use or disposable paper towels or hot air blowers or clean portions of continuous cloth towels, at the washbasins; and
- 3.7.1.4. provide toilet soap or a similar cleansing agent to employees;
- 3.7.1.5. In respect of each room in which there are closets, urinals or washbasins -
  - provide a conspicuous sign outside the entrance to such a room to indicate the sex of the persons for whom the room is intended;

- such rooms shall be ventilated in accordance with the provisions of Part O of the National Building Regulations;
- provide the necessary screen walls partitions or doors in order to ensure privacy; and
- water feeding to showers or washbasins on the premises which is not obtained from the water supply system of a local authority, complies with SABS 241.

### 3.7.2. Kitchen

3.7.2.1. Provide kitchen facilities suitable for use of a minimum of 30 people and make available an adequate supply of drinking water and hot water.

3.7.2.2. Provide designated eating and lounge areas.

### 3.7.3. Smoking area

Provide a designated smoking area consciously marked for that purpose.

<b>Sanitary Requirements</b>	<b>Number of wash basins</b>	<b>Number of Toilet Cubicles</b>	<b>Numbers of Urinals</b>	<b>Minimum Square Metres</b>
Male Toilets	3	3	3	20m <sup>2</sup>
Female Toilets	5	5	0	20m <sup>2</sup>
Kitchen Requirements				100 m <sup>2</sup>
Smoking Area				16m <sup>2</sup>
<b>Total Minimum Square Metres</b>				<b>156 m<sup>2</sup></b>

## 3.8. Parking Facilities

3.8.1.1. Provide adequate secured parking under one roof and in close proximity to the office.

3.8.1.2. Parking space for 55 staff members, 10 visitors parking and 2 disable person's parking.

## 3.9. Services

### 3.9.1. Security and access control

Provide the following security services:

3.9.1.1. 24-hour CCTV perimeter surveillance

3.9.1.2. Offices must be installed with an alarm system and tactical armed response.

3.9.1.3. Tenant security and access control services must be provided during office hours and after hours

3.9.2. Reception

3.9.2.1. Provide a reception area with a receptionist with switchboard services and waiting area.

3.9.3. Maintenance and building support

The landlord shall be responsible for providing utilities and building services including:

3.9.3.1. Routine and non-routine maintenance.

3.9.3.2. Garden maintenance services

3.9.3.3. Climate-controlled air conditioning

3.9.3.4. Pest Control

3.9.3.5. Cleaning and hygiene

3.9.3.5.1. Bins shall be emptied daily.

3.9.3.5.2. Office desks shall be cleaned daily.

3.9.3.5.3. Carpets shall be vacuumed weekly and deep cleaned every 3 months and/or floor tile shall be cleaned daily.

3.9.3.5.4. Common facilities shall be cleaned in accordance with the landlord's cleaning programme.

3.9.3.6. Provide waste removal services.

3.9.3.7. Provide emergency power backup up system capable of activation within 5 minutes of power outage.

### **3.10. Building Conditions**

3.10.1. Provide Grade A Office Accommodation as per South African Property Owners Association (SAPOA) specifications.

3.10.2. The number of persons occupying the facilities shall be in accordance with the approved building plan.

3.10.3. The building shall be ventilated either by natural or mechanical means in such a way that:

3.10.3.1. the air breathed by employees does not endanger their safety;

3.10.3.2. the time-weighted average concentration of carbon dioxide therein, taken over an eight-hour period, does not exceed one half per cent by volume of air;

- 3.10.3.3. the carbon dioxide content thereof does not at any time exceed three per cent by volume of air;
- 3.10.3.4. The lighting of the building and its facilities must in accordance with the illuminance values specified in the schedule provided in the Environmental Regulations for Workplaces.
- 3.10.3.5. The structural of the building must be approved by a structural engineer.
- 3.10.3.6. The building must comply with the National Building Standard.
- 3.10.3.7. Lifts and escalators must be maintained in accordance with the Lift, Escalator and Passenger Conveyor Regulations, 2009.

### **3.11. Compliance with statutory requirements**

The bidder must comply with the requirements of the following legal obligations:

- 3.11.1. Occupational Health and Safety Act, 1993 and its Regulations.
- 3.11.2. The National Environmental Management Act, 1998
- 3.11.3. National Environmental Waste Management Act, 1998
- 3.11.4. National Building Regulations, 1997
- 3.11.5. Electrical Installation Regulations, 2009

### **3.12. Pricing Schedule**

- 3.12.1. The Bidder shall submit the Pricing Schedule as part of the Returnable Schedules.
- 3.12.2. The Bidder shall submit a cost structure in which milestones are clearly defined and priced accordingly.

## **4. Instruction to Bidder**

### **4.1. Price Declaration Form**

- 4.1.1. Please indicate your Final Total RFP Price including VAT here:  
R \_\_\_\_\_ **(compulsory).**
- 4.1.2. It is mandatory to indicate the total RFP price as requested above. This price must be the same as the total RFP price in the pricing schedule. Should the total RFP prices differ, the one indicated above shall be considered the correct price.
- 4.1.3. The following must be noted:

- 4.1.3.1. All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- 4.1.3.2. All prices must be firm and fixed from the RFP closing date and for the duration of the contract.
- 4.1.3.3. All Bidder must cost according to the costing template provided or this will lead to disqualification.
- 4.1.3.4. The cost of delivery, labour etc. must be included in the proposal.
- 4.1.3.5. Preference will be given to respondents who comply with the TASEZ's Procurement Policy & Procedures. Bidder Finance Management Act (PFMA) shall apply.
- 4.1.3.6. The Bidder must have a minimum B-BBEE status level of contributor 3 or higher.
- 4.1.3.7. As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of above R3 Million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 40% subminimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R3 Million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover.
- 4.1.3.8. The empowerment and development objectives (30% SMME Involvement) will be controlled by implementing the procedure listed in 4.1.7 above, where the bidder in terms of the Amended B-BBEE Codes is a Generic Entity (Turnover of over R50 mil).
- 4.1.3.9. The appointed service provider shall sub-contract practitioners from previously disadvantaged groups (black, female, youth and people with disability) and/or local (within NMBM) black-owned companies (with a turnover of less than R50 mil), where scope and credentials permit.

4.1.3.10. Proof of registration with Treasury's Centralised Supplier Database (CSD) not older than **three (3) months** old.

4.1.3.11. TASEZ will only award the tender to a bidder who is tax compliant. The tax compliance status of the Bidder will be verified through CSD and SARS website via the provided pin. The prospective Bidder must ensure that they are Tax Compliant throughout the validity period of the bid in review.

4.1.3.12. Bidder will be evaluated on functionality and are expected to meet the minimum of **70%** threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided in the tables below.

4.1.3.13. Bidder' servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and Bidder will be disqualified should they be found to be in contravention with the regulations. If the bidder has been granted permission by Treasury, the letter must be provided with the bid document.

## **4.2. Tender Returnables Requirements**

Bidder shall submit all tender returnables documents as indicated in the **Table 1** below for evaluation purposes. Failure to submit these documents by the Bidder shall be regarded as non-responsive / mandatory non-performance / non-compliance and the Bidder's submission shall be disqualified.

### **4.2.1. Tender Returnables Requirements**

**Table 1: Tender Returnables Requirements to be submitted.**

<b>Document that must be Submitted</b>	<b>Returnable for the RFP</b>
Company Registration Documents	The Bidder to submit their proof of registration with CIPC
Tax Pin	The Bidder must submit a valid Tax Pin
B-BBEE Certificate or Certified Copy <b>EME – Sworn Affidavit</b>	Bidders must submit valid B-BBEE Certificates or Sworn Affidavits.

<b>Document that must be Submitted</b>	<b>Returnable for the RFP</b>
<b>QSE – SANAS Accredited</b>	<b>Trusts, Consortiums or Joint Ventures (including unincorporated consortia and joint ventures) must submit as follows</b> - <b>Individual B-BBEE Certificate</b> <b>Consolidated B-BBEE Certificate for the Trust, Consortium, Joint Venture indicating the B-BBEE level for the Organisation.</b>
<b>SBD 1 – Invitation to Bid</b>	Fully completed and signed SBD 1 form. In case of a Joint Venture / Consortium, a separate SBD 1 form in respect of each party to the JV must be completed and submitted.
Letter of Intent to enter into Joint Venture / Consortium	A letter of Intent to enter into Joint Venture / Consortium must be signed by all parties in the JV.
Letter of Authority for JV / Consortium	The Letter of Authority to sign JV / Consortium documents must be signed by all parties in the JV.
<b>SBD 4 – Declaration of Interests</b>	Complete & sign the supplied document. In case of a Joint Venture / Consortium, a separate declaration of interest form in respect of each party to the JV must be completed and submitted.
<b>SBD 6.1 – Preference Points Claim Form</b>	Preference Points Claim Form – Complete and sign the supplied document.
<b>SBD 6.2 – Local Content Declaration</b>	Bidders to submit their proposed local content declaration on SBD 6.2 as attached in the Annexures of this document.
Pricing Schedule	Completed, priced and signed pricing schedule for the solution to be implemented / Pricing Schedule clearly legible with permanent ink
Bidders Experience	Bidders must provide at least 3 references for similar projects completed within the past 3 years. <b>(Bidder must provide proof in the form of Referral Letters and/or Completion Certificate issued by their client).</b> All these must have been issued and signed by the client on the <u><b>client company letterheads</b></u> .

<b>Document that must be Submitted</b>	<b>Returnable for the RFP</b>
	Contact details of the client shall be in the documents to allow TASEZ to conduct verifications or reference checks.
Registration on Central Supplier Database (CSD)	The Bidders must be registered on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Bidders must provide proof of registration.
Letter of Good Standing (COID)	Bidders to submit a valid Letter of Good Standing issued by the Department of Labour or RMA.
Title Deed or Proof of Ownership of the Building	The bidder must submit the title deed or proof of ownership of the building.
Electrical Certificate of Compliance	The bidder must provide a valid electrical certificate of compliance.
Building Plumbing Certificate of Compliance	The bidder must provide a valid electrical certificate of compliance.
Municipal Occupation Certificate	The bidder must provide a Municipal Occupation Certificate of the premises.
Municipal Clearance Certificate or Account Statement	Account Statement not older than three (3) months
Lifts Maintenance Records	Bidders to submit recent lift maintenance records where applicable

Name of Bidder:

Signature of Bibber: \_\_\_\_\_

Date: \_\_\_\_\_.

## **5. Evaluation of Bids**

The bid evaluation process will consist of the following **three (3) Stages**:

### **5.1. Responsiveness Assessment**

The following criteria will be used in assessing the responsiveness of bids:

#### **5.1.1. Stage 1 – Administrative Requirements Criteria**

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below. No points or score will be allocated in criteria.

**Table 2: Administrative Requirements**

<b>Description</b>	<b>Submitted</b>	<b>Not-Submission</b>
1) CIPC Registration Documents		
2) Valid CSD report (Not older than three (3) months)		
3) Valid B-BBEE Certificate - <b>Sworn Affidavit for EME</b> - <b>SANAS Accredited for QSE (TASEZ to verify with SANAS)</b>		
4) Valid Letter of Good Standing (COIDA) issued by the Department of Labour or RMA.		
5) SBD 1		
6) SBD 6.1		
7) SBD 6.2		

#### **5.1.2. Mandatory Returnable**

The Bidder shall take note of the required returnable schedules that must be fully complied with and submitted with their tender submission. It is the responsibility of the Bidder to ensure that the information submitted is sufficient to evaluate their tender and design for the system.

**Failure to submit all mandatory requirements** will result in submissions being **deemed null and void** and shall be considered **“non-responsive”** and therefore not considered further.

**Table 3: Mandatory Requirements**

Description	Compliant	Non-Compliant
1) Public Liability Insurance Policy		
2) SBD 4		
3) Title Deed or Proof of Ownership		
4) Valid Electrical Certificate of Compliance issued by an accredited person		
5) Zoning Certificate for the Office or Business or Commercial Property		
6) Municipal Clearance Certificate or Account Statement		
7) Proof of building structural integrity issued by a structural engineer		

## **5.2. Stage 2 – Technical / Functionality Evaluation**

- 5.2.1. Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical / Functional Evaluation Stage.
- 5.2.2. The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidders are required to achieve a minimum of **70 points** out of **100 points** to proceed to **Stage 3** (Price and B- BBEE).

**Table 4: Company References**

Company Reference Letters	No. of Letters	Points Claimed
Reference letters issued by the Bidders' previous and/or current tenants who were provided the similar services	3 Letters	10
	2 Letters	8

<b>Company Reference Letters</b>	<b>No. of Letters</b>	<b>Points Claimed</b>
provided to other tenants completed on the Referees' Letterhead. The letters should have contactable references and be signed by an authorized person.  Tenants should have occupied the premises in the last 5 years	1 Letter	15
	0 letters	0
<b>Total Points Claimable</b>		<b>10</b>

**Table 5: Key Resources years of Experience**

<b>Keys Resources Years of Experience</b>	<b>Years of Experience</b>	<b>Points Claimed</b>
The Services Provider must provide a Curriculum Vitae of Property/Facilities Manager.	10 years	10
	5 to 9 years	7
	Less than 4 years	5
	0 years	0
<b>Total Points Claimable</b>		<b>10</b>

**Table 6: Office Space Requirements**

<b>Office Requirements</b>	<b>Level of Details</b>	<b>Points Claimed</b>
<b><u>Location</u></b>  The Office Space offered must be within 20km of FORD Motor company Silverton.  Bidders to specify the address of the building being offered.	Equal or less than 7km	35
	Between 7km - 10km	30
	Between 10km - 15km	25

	Between 15km – 20 km	10
<b><u>South African Property Owners Grading</u></b>  Bidders must provide their grading as per the South African Property Owners Association (SAPOA) specifications.	Grade A/P	5
	Grade B or C or non-graded	0
<b><u>Building Layout Requirements</u></b>  The Bidder must provide a Floor Plan (Layout) indicating the following:  <ol style="list-style-type: none"><li>1. Office accessible from the main road.</li><li>2. Air conditioner locations.</li><li>3. Electrical plugs per working table, offices and boardrooms.</li><li>4. Emergency escape routes.</li><li>5. Fire protection and firefighting equipment</li><li>6. Emergency evacuation points and assembly areas.</li><li>7. Ablution and Kitchen Facilities.</li><li>8. Access for people living with disabilities. Ramps, Lifts if offices are not on ground floor.</li><li>9. All applicable regulatory signage.</li></ol>	Meets 9 requirements	10
	Meets less than 9 requirements	0
<b><u>Building Maintenance Requirements</u></b>  The bidder must provide the following proof that the services below are provided by providing service level agreements with maintenance contractors. If services are provided in-house, the service provider must	Meets all 6 requirements	10

<p>provide proof of appointment of staff providing such services.</p> <ol style="list-style-type: none"> <li>1. Repairs and Maintenance Services</li> <li>2. Gardening Services</li> <li>3. Climate-controlled air conditioning</li> <li>4. Pest Control</li> <li>5. Cleaning and hygiene services</li> <li>6. Waste removal management services.</li> </ol>		
<p><b><u>On-site and Secure Parking</u></b></p> <p>A minimum of 55 staff, 10 visitor, and 2 disabled secure, on-site parking bays.</p>	Meets all requirements	5
	Does not meet all requirements	0
<p><b><u>Security</u></b></p> <p>The bidder must provide the following proof that the services below are provided by providing service level agreements with Private Security Industry Regulatory Authority (PSIRA) registered companies. If part of the services are provided in-house, the service provider must provide proof of appointment of PSIRA registered staff providing such services.</p> <ol style="list-style-type: none"> <li>1. 24-hour CCTV perimeter surveillance</li> <li>2. Offices must be installed with an alarm system.</li> <li>3. Tenant security and access control services must be provided during and after hours.</li> </ol>	Meets all requirements	5
	Does not meet all requirements	0
<p><b><u>Power supply and backup</u></b></p>	Meets requirement	5

Backup up system capable of activation within 5 minutes of power outage.  Bidder to provide CoC for a 1MVA power backup system.	Does not meet requirement	0
Building and Facility Maintenance Programme  The bidder must provide its building and facility maintenance programme detailing the following: 1. Routine and non-routine maintenance of the building structure, lifts and escalators and infrastructure. 2. Firefighting equipment and fire systems 3. Garden maintenance 4. Air-conditioning 5. Pest Control 6. Cleaning and hygiene	Building & Facility Maintenance Programme covers all 6 requirements	5
<b>Points Claimable</b>		<b>80</b>

**Table 7: Methodology**

Requirements	Grading	Points Claimed
Bidders must provide their grading as per the South African Property Owners Association (SAPOA) specifications.	Grade A or P	5
	Grade B or C	0
<b>Building and Facility Maintenance Programme</b>  The bidder must provide its building and facility maintenance programme detailing the following: <ul style="list-style-type: none"><li>• Routine and non-routine maintenance</li><li>• Garden maintenance</li><li>• Air-conditioning</li><li>• Pest Control</li></ul> Cleaning and hygiene	Building & Facility Maintenance Programme adequate	5
	Building & Facility Management Programme Inadequate	0

<b>Legal Structure</b>  The bidder must provide its Occupational Health and Safety Act, 1998 legal structure indicating the name of the 16(1) and 16(2) appointees.	Legal structure submitted	4
	The legal structure not submitted	0
<b>Emergency Preparedness &amp; Response Plan</b>  The bidder must provide the Emergency Preparedness and Response Plan detailing how the following emergencies are managed: <ul style="list-style-type: none"><li>• Injuries on Duty</li><li>• Medical emergency</li><li>• Fatality</li><li>• Fire</li><li>• Strikes and civil unrest.</li></ul>	Emergency Preparedness and Response Plan submitted and adequate	3
	Emergency Preparedness and Response Plan inadequate	0
<b>Waste Management Plan</b>  The bidder must provide its Waste Management Plan detailing how the following waste is managed: <ul style="list-style-type: none"><li>• Domestic waste</li><li>• E-Waste</li><li>• Bio-hazardous waste (sanitary waste)</li><li>• <b>Fluorescent tubes (if applicable)</b></li></ul>	Waste Management Plan adequate	3
	Waste Management Plan inadequate	0
<b>Total Points Claimable</b>	<b>10</b>	

To be deemed functional, the service provider must obtain at least 70 out of 100.

Service providers scoring below 70 will automatically be disqualified.

Bidders who meet the requirements will qualify for further evaluation processes.

TASEZ reserves the right not to appoint any service provider.

### **5.2.3. Stage 3 – Price and B-BBEE**

Bidder must fully complete the Pricing Schedule in **Table 10** below. The bid will be evaluated on the 80/20 principle. Risk assessment will be conducted on the top **three (3)** Bidder using the Bidder' audited financial statement. Bidder to submit 3 years audited financial statements.

## **6. Duration of the Contract**

The contract shall be **36 months** with an option to renew. Bidder to indicate their duration in the proposal.

## **7. Pricing Schedule**

**Note to the bidder:** The bidder must complete the information set in the **Cost Schedule on Table 8 below**. If the bidder requires more space than is provided, the bidder must prepare a document in substantially the same format setting out all the information referred **per Table 8**.

TASEZ will not be held responsible for any items that may have been left out of the costing model. It is the expectation that the bidder will expand on the items described in the Scope of Works in Section 3.

Bidder must complete the Pricing Schedule for all resources included. The bid will be evaluated on the 80/20 principle.

**Table 5: Price Schedule as per the Scope of Work**

<b>Office Space</b>	<b>1902m<sup>2</sup></b>	<b>Rate/m<sup>2</sup></b>	<b>Total Price</b>
Year 1	R	R	R
Year 2	R	R	R
Year 3	R	R	R
<b>Parking Bays</b>	<b>67 Parking Bays</b>	<b>Rate/Parking Bay</b>	<b>Total Price</b>

Year 1	R	R	R
Year 2	R	R	R
Year 2	R	R	R
Alteration Costs (Once off)			R
<b>Add 15% VAT</b>			R
<b>Total for the Bid for the Period of Three (3) Years</b>			R

It must be noted detailed costing can be provided but the above table **MUST BE COMPLETED IN FULL** for the Bid to be excepted.

Bidder Name: \_\_\_\_\_

Price Offer for the three (3): \_\_\_\_\_

## **8. Form of Offer and Acceptance**

<b>Project Title</b>	<b>Provision of Economic Impact Assessment for Tshwane Automotive Special Economic Zone for a period of 36 months</b>
<b>RFP Number</b>	<b>TASEZ/RFP003/2023</b>

### **1. OFFER**

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

.....  
.....  
.....  
.....  
.....

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

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

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

.....  
.....  
.....  
.....  
.....  
.....  
.....

..... Rand (in words).

R..... (in figures)  
(or other suitable wording).

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

Signature

.....

Name

.....

Capacity

.....  
.....

**for the  
Bidder**

.....  
.....  
.....  
.....  
.....  
.....

(Name and Address of Organisation)

Name and Signature

of Witness ..... Date

.....

## **2. ACCEPTANCE**

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

The terms of the contract, are contained in:

- i. Part 3 – Scope of work.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and

forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidder shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now FMSP) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.<sup>1</sup>

Signature

.....  
.....

Name

.....  
.....

Capacity

.....  
.....

**for the  
Employer**

.....  
.....  
.....

(Name and address of organization)

Name and Signature

of Witness ..... Date .....

### 3. SCHEDULE OF DEVIATIONS

Subject:

### Details:

**Subject:**

## Details:

Subject:



Subject:

## Details:

By the duly authorised representatives signing this agreement, the employer and the Bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

<sup>1</sup> As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the Bidder of the tracking number within 24 hours of such submission. Unless the Bidder (now FMSP) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties

## **9. Record of Addendum to the Bid Documents**

<b>Project Title</b>	<b>Provision of Economic Impact Assessment for Tshwane Automotive Special Economic Zone for a period of 36 months</b>		
<b>RFP Number</b>	<b>TASEZ/RFP003/2023</b>		
I / We confirm that the following communications received from the TASEZ before the submission of this tender offer, amending the tender documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
<b>Item</b>	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed: .....

Date: .....

Name: .....

Position: .....

Bidder: .....

.....  
.....

## **10. Proposed Amendments and Qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

<b>Project Title</b>	<b>Provision of Economic Impact Assessment for Tshwane Automotive Special Economic Zone for a period of 36 months</b>
<b>RFP Number</b>	<b>TASEZ/RFP003/2023</b>

<b>Page</b>	<b>Clause /Item</b>	<b>Proposal</b>
<b>The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct</b>		

Attach additional pages if more space is required.

Signed: .....

Date:

.....

Name: .....

Position:

.....  
.....  
.....  
.....  
.....  
.....

## **11. Resolution for Signatory**

### **CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on  
\_\_\_\_\_.

Mr/Ms \_\_\_\_\_, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for Contract No.  
\_\_\_\_\_

and any Contract which may arise there from on behalf of (Block Capitals)  
\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY:

#### **WITNESSES:**

Director (Names)		Signature	
		e	

<b>Director (Names)</b>		Signatur e	

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):

## **12. Certificate of Authority for Joint Ventures**

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr / Ms. ...., authorised signatory of the company

....., acting in the capacity of leadpartner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

<b>Project Title</b>	<b>Provision of Economic Impact Assessment for Tshwane Automotive Special Economic Zone for a period of 36 months</b>
<b>RFP Number</b>	<b>TASEZ/RFP003/2023</b>

<b>Name of Firm</b>	<b>Address</b>	<b>Duly Authorised Signatory</b>
<b>Lead Partner:</b>		Signature: ..... Name:

		..... ..... Designation: .....
Partner:		Signature: ..... Name: ..... ..... Designation: .....
Partner:		Signature: ..... Name: ..... ..... Designation: .....
Partner:		Signature: ..... Name: ..... ..... Designation: .....

Attach additional pages if more space is required.

Signed: .....

Date:

Name: .....

Position:

Bidder:

.....  
.....

### **13. Schedule of Proposed Sub-Contractors**

<b>Project Title</b>	<b>Provision of Economic Impact Assessment for Tshwane Automotive Special Economic Zone for a period of 36 months</b>
<b>RFP Number</b>	<b>TASEZ/RFP003/2023</b>
<p>We notify you that it is our intention to employ the following Sub-Contractors for work in this contract. The Sub-Contractors will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on <b>SB</b> <b>6.1 form.</b></p> <p>If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Sub-Contractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p> <p>We confirm that all Sub-Contractors who are or to be contracted are registered on Central Supplier Database (CSD).</p>	

No.	Name and Address of the Proposed Sub-Contractor	Nature and Extent of Work	Value	Contact details
1				
2				

3				
4				
<p><b>The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct</b></p>				

#### **14. SBD 4 Form**

##### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 2.1. Full Name of bidder or his or her representative:  
.....
  - 2.2. Identity Number:  
.....  
.....

2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4. Company Registration Number:  
.....

2.5. Tax Reference Number:  
.....  
.....

2.6. VAT Registration Number:  
.....  
...

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.6.2. "State" means –

- a) any national or provincial department, national or provincial Bidder entity or constitutional institution within the meaning of the Bidder Finance Management Act, 1999 (Act No. 1 of 1999)
- b) any municipality or municipal entity
- c) provincial legislature
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

2.6.3. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7. Are you or any person connected with the bidder **YES**

**/ NO**

presently employed by the state?

2.8. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:  
.....

Name of state institution at which you or the person:  
.....

connected to the bidder is employed:

.....  
Position occupied in the state institution:

Any other particulars:  
.....  
.....  
.....

2.9. If you are presently employed by the state, did you obtain **YES**  
**/ NO**

the appropriate authority to undertake remunerative  
work outside employment in the Bidder sector?

2.9.1. If yes, did you attached proof of such authority to the bid **YES**  
**/ NO**

document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.)

2.9.2. If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.10. Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.10.1. If so, furnish particulars:

.....  
.....  
.....

2.11. Do you, or any person connected with the bidder, have **YES**  
**/ NO**

any relationship (family, friend, other) with a person

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.11.1. If so, furnish particulars.

.....  
.....  
.....

2.12. Are you, or any person connected with the bidder, **YES**  
**/ NO**

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.12.1. If so, furnish particulars.

.....  
.....  
.....

2.13. Do you or any of the directors / trustees / shareholders / members  
**YES / NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.13.1. If so, furnish particulars:

.....  
.....  
.....

**Table 6: Full details of Directors / Trustees / Members / Shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number


### **3. Declaration**

I, the undersigned (Name)

.....  
.....

Certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

.....  
.....

Signature Date

.....  
.....

Position Name of Bidder

### **15. SBD 6.1 Form**

## **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDER MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B- BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### **1. General Conditions**

- 1.1. The following preference point systems are applicable to all bids:
  - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. Price and B-BBEE Points
  - 1.2.1. If the value of this bid does not exceed **R50 000 000.00** (all applicable taxes included), the **80/20** preference point system shall be applicable; or
  - 1.2.2. If the value of this bid exceeds **R50 000 000.00** (all applicable taxes included), the **90/10** preference point system will be applicable.
- 1.3. Points for this bid shall be awarded for:
  - 1.3.1. Price; and
  - 1.3.2. B-BBEE Status Level of Contributor.
- 1.4. The maximum points for this bid are allocated as follows:

**Table 7: Price and B-BBEE Points Allocations**

<b>Description</b>	<b>Points</b>
Price	
B-BBEE Status Level of Contributor	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. Definitions**

- 2.1. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- 2.6. "functionality" means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. "Prices" includes all applicable taxes less all unconditional discounts;
- 2.8. "Proof of B-BBEE status level of contributor" means:
  - 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
  - 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.10. "Rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### **3. Points Awarded for Price**

#### **3.1. The 80/20 or 90/10 Preference Point Systems**

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

**80/20**

or

**90/10**

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

$$Ps = 90 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

etc

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### **4. Points Awarded for B-BBEE Status Level of Contributor**

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
<b>Non-Compliant Contributor</b>	<b>0</b>	<b>0</b>

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

## **5. Bid Declaration**

5.1. Bidder who claims points in respect of B-BBEE Status Level of Contribution must complete the following:

### **B-BBEE Status Level of Contributor Claimed in Terms of Paragraphs 5.**

5.2. B-BBEE Status Level of Contributor: \_\_\_\_ . \_\_\_\_ = \_\_\_\_\_ (maximum of 10 or 20 points)

5.3. (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## **6. Sub-Contracting**

6.1. Will any portion of the contract be sub-contracted? (Tick applicable box)

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

6.1.1. If yes, indicate:

6.1.1.1. What percentage of the contract will be sub-contracted ..... **30**  
..... %

6.1.1.2. The name of the sub-contractor  
.....

6.1.1.3. The B-BBEE status level of the sub-contractor  
.....

6.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

6.1.2. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
Black people	✓	✓
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## **7. Declaration with Regard to Company / Firm**

7.1. Name of Company / Firm:

.....

....

7.2. VAT Registration Number:

.....

...

7.3. Company Registration Number:

.....

7.4. Type of Company / Firm

- Partnership / Joint Venture / Consortium
- One person business / sole proprietor
- Close corporation
- Company
- (Pty) Limited

**[TICK APPLICABLE BOX]**

7.5. Describe Principal Business Activities

.....  
.....  
.....  
.....

**7.6. Company Classification**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g., transporter, etc.

**[TICK APPLICABLE BOX]**

**7.7. Total number of years the company/firm has been in business:**

.....

**7.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs**

**7.9. 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:**

**7.9.1. The information furnished is true and correct;**

**7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;**

**7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs**

**7.9.4. 1.4 and 6.1, the FMSP may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;**

**7.9.5. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have**  
—

**7.9.5.1. disqualify the person from the bidding process;**

**7.9.5.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;**

- 7.9.5.3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- 7.9.5.4. recommend that the bidder or FMS, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- 7.9.5.5. forward the matter for criminal prosecution.

**Witnesses**

**1.**

**Signature**

**2.**

**Date:**

**Address:**

**16. SBD 6.2 Form**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

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, Bidder must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, 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, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9. (1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids 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 subcontract 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) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if –
  - 1.6.1. this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
  - 1.6.2. the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## **2. Definitions**

- 2.1. "bid" includes written price quotations, advertised competitive bids or proposals;
- 2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its Sub-Contractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

- 2.8. "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. "sub-contract" means the primary Bidder's assigning, leasing, making out work to, or employing another person to support such primary Bidder in the execution of part of a project in terms of the contract.

**3. 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:**

<b>No.</b>	<b>Description of Service / Works / Goods</b>	<b>Unit (e.g., m<sup>2</sup>, m<sup>3</sup>, ton, etc.)</b>	<b>Qty</b>	<b>Stipulated Minimum Threshold</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**4. Does any portion of the services, works or goods offered have any imported content?**

(Tick applicable box)

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

- 4.1. 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 at 12:00 on the date of advertisement of the bid.
- 4.2. The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).
- 4.3. Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

**5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?**

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

5.1.1. Full name of auditor:

.....

5.1.2. Practice number:

.....

5.1.3. Telephone and cell number:

.....

5.1.4. Email address:

.....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

**6. 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: (Procurement Authority / Name of Institution):  
.....  
.....

**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](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidder should first complete Declaration D. After completing Declaration D, Bidder 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 Bidder 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:

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 the declaration templates have been audited and certified to be correct.

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 4.1 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 has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 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 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____	DATE: _____
WITNESS No. 1 _____	DATE: _____
WITNESS No. 2 _____	DATE: _____

## **7. Process When Requesting Exemption Letters**

- 7.1. For exemption requests on designated products and the minimum threshold for local content cannot be met for various reasons, Bidder must apply for exemption per tender. After checking with the industry, the dti will decide whether to grant an exemption or not.
- 7.2. In the official request (signed letter), the following information should be included:
  - 7.2.1. Procuring entity/government department/state owned company.
  - 7.2.2. Tender/bid number.
  - 7.2.3. Closing date.
  - 7.2.4. Item(s) for which the exemption is being requested for.
  - 7.2.5. Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met.
  - 7.2.6. Reason(s) for the request.
  - 7.2.7. Supporting letters from local manufacturers and suppliers.

**NB – Exemption letters are tender specific and applications are not transferrable.**

- 7.3. The turnaround time in response to exemption letters for all designated products is five working days with the exception of rail and boats/vessels which is seven working days.
- 7.4. Request for exemption letters are to be directed to:

**Dr Tebogo Makube**

**Chief Director:** Industrial Procurement

**Tel:** 012 394 3927

**E-mail:** [tmakube@thedi.gov.za](mailto:tmakube@thedi.gov.za).

- 7.5. The turnaround time in response to textile, clothing, leather and footwear exemption letters request is two working days and requests are to be directed to:

**Patricia Khumalo Tel: 012 394 1390**

**E-mail: [khumaloP@thedi.gov.za](mailto:khumaloP@thedi.gov.za)**

## **17. Service Level Agreement**

1. Upon award TASEZ and the successful Bidder will conclude a Service Level Agreement (SLA) regulating the specific terms and conditions applicable to the services being procured by TASEZ.
2. TASEZ reserves the right to accept or reject any or all amendments or additions proposed by a Bidder if such amendments or additions are unacceptable to TASEZ or pose a risk to the organisation.

## **18. Special Conditions of this RFP**

1. Bidder to take note that the award of the RFP may be subject to price negotiation with the preferred bidder and that this bid is subject to the PP Regulations of 1 April 2017.
2. Additionally, Regulation 13 (c) of the Bidder Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a Bidder or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Bidder Finance Management Act.
3. As this regulation prohibits Bidder service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or Bidder company, non-compliance with this regulation will lead to automatic disqualification of a bid.
4. The TASEZ will not pay commission to the successful bidder regardless of the subcontracting conditions.
5. The TASEZ reserves the right – without prejudice and limitations to its any other rights and privileges in law:
  - 5.1. Not to appoint a Bidder and is also not obliged to provide reasons for the rejections of any proposal;

- 5.2. To request further information from any Bidder after the closing date, for clarity purposes;
- 5.3. To carry out site inspections, product evaluations or explanatory meetings to verify the nature and quality of the services offered by the Bidder, whether before or after adjudication of the responses received;
- 5.4. To correct any mistakes at any stage of the RFP process that may have been in the RFP documents or occurred at any stage of the RFP process;
- 5.5. To award this RFP to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 5.6. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);
- 5.7. To accept part of a RFP rather than the whole RFP;
- 5.8. To correct any mistakes at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process;
- 5.9. To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such; and
- 5.10. Award to multiple Bidder based justifiable reasons including but not limited to the bidder's expertise, the complexity of the scope per bidder, any on the bidder's size and TASEZ's geographic consideration.

## **19. Misrepresentation During the Lifecycle of the Contract**

1. The Bidder should note that the terms of its proposal will be incorporated in the proposed contract by reference and that TASEZ relies upon the Bidder' response as a material representation in making an award to a successful Bidder and in concluding an agreement with the Bidder.
2. It follows therefore that misrepresentations in the proposal may give rise to service termination and a claim by TASEZ against the Bidder notwithstanding the conclusion of the Service Level Agreement (SLA) between TASEZ and the Bidder for the provision of the service in question.

3. In the event of a conflict between the Bidder' proposal and the SLA concluded between the parties, the SLA will prevail.

## **20. Preparation Costs**

1. The Bidder will bear all its costs in preparing, submitting, and presenting any response to this RFP and all other costs incurred by it throughout the RFP process.
2. Furthermore, no statement in this RFP will be construed as placing TASEZ or its employees under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidder in the preparation of their response to this RFP.

## **21. Indemnity**

If a Bidder breaches the conditions of this RFP and, as a result of that breach, TASEZ incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds TASEZ harmless from any and all such costs which TASEZ may incur and for any damages or losses TASEZ may suffer.

## **22. Precedence**

This document will prevail over any information provided whether oral or written, unless such written information provided, expressly amends this document by reference.

## **23. Limitation Of Liability**

A Bidder participates in this RFP process entirely at its own risk and cost. TASEZ shall not be liable to compensate a Bidder on any grounds whatsoever for any costs incurred or any damages suffered because of the Bidder' participation in this RFP process.

## **24. Tax Compliance**

1. It is essential to ensure that persons conducting business with the State are tax compliant at the time of awarding of price proposals or competitive bids. No price quotations or competitive bids shall be awarded to businesses or persons who are not tax compliant.
2. The successful Bidder will be notified of their non-compliance statutes in writing and will have seven (7) working days to submit written proof from SARS of their tax

compliance status or proof that they have made an arrangement to meet their outstanding tax obligations. The Bidder should thereafter provide the procurement officer with proof of their tax compliance status which will be verified by the procurement office via the CSD.

3. TASEZ reserves the right to withdraw an award made, or cancel a contract concluded with a successful Bidder if it is established that such Bidder has submitted a fraudulent Tax Clearance Certificate to TASEZ, or whose verification against the Central Supplier Database (CSD) proves non-compliant.
4. TASEZ further reserves the right to cancel a contract with a successful Bidder if such Bidder do not remain tax compliant for the full term of the contract.

## **25. RFP Defaulters and Restricted Suppliers**

1. No contract shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of RFP Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.
2. TASEZ reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

## **26. Governing Law**

South African law governs this RFP and the RFP response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFP, the RFP itself and all processes associated with the RFP.

## **27. Confidentiality**

1. Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFP will be disclosed by any Bidder or other person not officially involved with TASEZ's examination and evaluation.
2. No part of the RFP may be distributed, reproduced, stored, or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a response. This RFP and any other

documents supplied by TASEZ remain proprietary to TASEZ and must be promptly returned to TASEZ upon request together with all copies, electronic versions, excerpts, or summaries thereof or work derived there from.

3. Throughout this RFP process and thereafter, Bidder must secure TASEZ's written approval prior to the release of any information that pertains to the
4. potential work or activities to which this RFP relates; or
5. the process which follows this RFP.
6. Failure to adhere to this requirement may result in disqualification from the RFP process and civil action.

## **28. Legislative Frameworks of the RFP**

1. As TASEZ is established within the laws associated with all other SEZ's under the dtic's SEZ Programme, its development, management and operations have (as a minimum) to comply with the requisite and relevant provisions of the SA Constitution (41(1)h & 288), the PFMA (49(3)), Treasury Regulations (16A6.5 & 16A6.6), the FIDPM Note 3 of 2019/2020 and the IDMS. Additionally, TASEZ must comply with the following:

### **1.1. Tax Legislation**

- 1.1.1. It is a condition of this RFP that the tax matters of the successful Bidder are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Bidder' tax obligations.
- 1.1.2. The tax compliance status requirements are also applicable to foreign Bidder/ individuals who respond to the RFP.
- 1.1.3. It is a requirement that Bidder grant written confirmation when submitting their response that SARS may on an ongoing basis during the tenure of the contract disclose the Bidder' tax compliance status and by submitting a response to this RFP such confirmation is deemed to have been granted.
- 1.1.4. Bidder are required to be registered on the Central Supplier Database and TASEZ shall verify the Bidder' tax compliance status through the Central Supplier Database.

### **1.2. Procurement Legislation**

- 1.2.1. TASEZ has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Bidder Finance

Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

## **29. Supplier Due Diligence**

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

## **30. Requirements After Award**

The following process will be followed **Two Weeks (14 Days)** after contract award: -

1. Kick Off Meeting
2. Submission of the following Documents before commencement of the works
  - 2.1. SHE File as per the attached TASEZ SHE Specification
  - 2.2. Quality File
  - 2.3. Qualification of Key Personnel if changed from the bid submission.
  - 2.4. Implementation Plan

## **Annexure A: Local Content Declaration (Annex C)**

**Annexure B: Imported Content Declaration (Annex D) – Supporting Schedule to Annex C**



**Annexure C: Local Content Declaration (Annex E)- Supporting Schedule to Annex C**

SATS 1286.2011

## Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.		
(E2)	Tender description:		
(E3)	Designated products:		
(E4)	Tender Authority:		
(E5)	Tendering Entity name:		<b>Note: VAT to be excluded from all calculations</b>

(E9) Total local products (Goods, Services and Works) R 0

(E10) **Manpower costs** ( Tenderer's manpower cost) R O

**(E11) Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

**(E13) Total local content**

**This total must correspond with Annex C -  
C24**

**Signature of tenderer from Annex B**

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Date: