



INDEPENDENT DEVELOPMENT TRUST

REF NO: IDTEC/59/FURN-PANEL/2024/25

PANEL FOR SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR SCHOOLS IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE 24 MAY 2024 @12H00

The completed Bid Document, sealed in an envelope and clearly endorsed.
must be placed in the Tender Box situated at the entrance to the East London Office of
the Independent Development Trust (IDT)

BIDDER'S INFORMATION

(Must be completed by Bidder)

BIDDER NAME	
CSD NO	
CIBD GRADING	
CRS NO	
EMAIL ADDRESS	

Prepared by:

The Independent Development (IDT)
Palm Square Business Park
Silverwood house
Bonza Road
Beacon Bay

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PART T: THE BID
Part T1: Bidding Procedures

T1.1 Bid Notice and Invitation to Bid

THE INDEPENDENT DEVELOPMENT TRUST INVITES BIDDERS FOR THE PROVISION OF: **PANEL FOR SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR SCHOOLS IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

ADVERT DATE	19 April 2024
TENDER BRIEFING AND TIME	02 May 2024 @11H00 Address: Independent Development Trust (IDT) Palm Square Business Park Silverwood House Bonza Road Beacon Bay
CLOSING DATE AND TIME	24 May 2024 @ 12H00
VALIDITY PERIOD	90 Days
SUBMISSION OF BID IN TENDER BOX AT	Address: Independent Development Trust (IDT) Palm Square Business Park Silverwood House Bonza Road Beacon Bay

Any queries regarding the Bid document or any related matter prior to submission of Bids must be directed to:

IDT Representative (Technical Queries Only)	Hlumelo Ntabeni hlumelon@ idt.org.za
IDT Admin & procurement Representative	Yonela Bobani yonelab@idt.org.za

The Bids will **NOT** be opened to the public. Requirements for sealing, addressing, delivery, opening and assessment of Bids are stated in the Bid Data.

1. BACKGROUND

The Independent Development Trust (IDT) intends to establish a panel of suppliers of furniture for various IDT clients as and when required for a period of 36 months from the date of award.

2. SCOPE OF SERVICES/TERMS OF REFERENCE

IDT is calling on suitable service providers to participate in a panel to supply and deliver furniture to various clients in the Eastern Cape for a Period of 36 months from the date of award. The furniture requirements are school furniture, office furniture and any other furniture specified by the client departments. The delivery of the furniture will be in various districts of the Eastern Cape province.-

3. SPECIFICATIONS

A request for quotation (RFQ) with the specifications will be issued to the established panel of service providers for the supply and delivery of furniture based on the needs of the client department.

4. SPECIAL CONDITIONS

EVALUATION CRITERIA

- 4.1. Stage 1- Mandatory Requirements
- 4.2. Stage 2- Functionality Criteria

5.1.1. MANDATORY REQUIREMENTS

Stage 1: Mandatory Requirements-Bidder/s will be eliminated based on the following:

1. Bidder must be registered on CSD.
2. Fully Completed and duly signed following Standard Bidding Documents (SBDs)
 - **SBD 1 – Invitation to bid.**
 - **SBD 4 – Bidder’s Declaration.**
3. Letter of authority to sign the bid.

In addition, the following condition will apply:

Bidders shall note the following conditions:

- No late, emailed, or faxed bids will be accepted. Only hand delivery will be accepted.
 - Bid to be valid for a period of (90) days from the bid closing date.
 - Preferential Procurement Policy Framework Act (PPPFA) principles will apply, and IDT Supply Chain Management policy will apply.
 - The IDT reserves the right not to appoint any bid.
 - Any mistake must be neatly crossed out, and counter-signed by the relevant party.
 - Compliance with SABS requirements: The furniture to be supplied by appointed service providers will be expected to comply fully with the SABS standards and prices quoted must be inclusive of any SABS inspection fees. All items should have the SABS mark.
4. Tax Compliance Requirements:
- Bidders must ensure compliance with their tax obligations.
 - The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified.
5. If any of the Directors are in the employment of the state, where a person within the Bidding Entity is an employee of the state, Bidder should:
- Submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the state in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- "The PFMA")
 - Submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee.

If any of its Directors are listed on the register of defaults, shall result in disqualification of the bid.

In case if its Director, who during the last 10 years has been terminated on previous contracts with the IDT, shall result in disqualification of the bid.

PART T: THE BID

Part T1: Bidding Procedures

T1.2 Bid Data

The conditions of Bid are the Standard Conditions of Bid as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See www.cidb.org.za).

The Standard Conditions of Bid make several references to the Bid Data for details that apply specifically to this Bid. Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
C.1.1.1	<p>The Employer is: Independent Development Trust (IDT): The Independent Development Trust (IDT)- Eastern Cape Palm Square Business Park Silverwood House Bonza Road Beacon Bay</p>
C.1.2	<p>The Bid Documents issued by the Employer comprise the following documents:</p> <p>PART T: THE BID Part T1: Bidding procedures T1.1 - Bid notice and invitation to Bid T1.2 - Bid data.</p> <p>Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable documents/schedules</p> <p>PART C: THE CONTRACT 1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 CIBD build program.</p> <p>Part C3: Scope of Works C3.1 - Description of the works</p>

Clause number	Bid Data
C.1.4	Employers Project Managers Hlumelo Ntabeni hlumelon@idt.org.za
C.2.1	Only those Bidders who satisfy the following eligibility criteria are eligible to submit Bids. Only those Bidders who score the minimum score in respect of the quality criteria stated in C.3.11. of this Bid Data shall be considered responsive and have their Bids evaluated further.
C.2.6	Failure to apply instructions contained in addenda may render a Bidder's offer non-responsive in terms of clause C.3.8.
C.2.7	There will a compulsory briefing session 02 May 2024 @11H00 Address: Independent development Trust Palm Square Business Park Silverwood House Bonza Road Beacon Bay
C.2.8	Request clarifications at least 7 working days before the closing time.
C.2.13.6	A single-envelope procedure will be followed as described in clause C.2.13.7.
C.2.13.7	Bidders shall note the specific requirements for packaging of their Bid documents and include only the following: This is a single envelope Bid process. Service Providers are to submit one (1) pack of original proposals, marked "ORIGINAL" in an envelope, and an electronic copy (USB).
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.

Clause number	Bid Data
C.2.15.1	<p>The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:</p> <p>Location of Bid box: IDT Reception</p> <p>The Independent Development Trust (IDT) Palm Square Business Park Silverwood House Bonza Road Beacon Bay</p> <p>Identification details: IDTEC/59/FURN-PANEL/2024/25</p> <p>Title of bid: PANEL FOR SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR SCHOOLS IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF THIRTY-SIX (36) MONTHS</p>
C.2.15.2	The closing time for submission of Bid is as stated in the Bid Notice and Invitation to Bid.
C.2.18	The Bidder shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labor-Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.22	Bid Documents will not be returned to bidders
C.2.29	<p>The Bidder is required to submit with his Bid following (failure to provide below documentation will result in the Bid being rejected):</p> <ol style="list-style-type: none"> 1) Authority to Sign this Bid for companies that has more than one director. 2) Fully completed and signed SBD1: Invitation to bid. 3) Fully completed and signed SBD4: Bidder's disclosure 4) Fully completed and signed Confirmation of addendum (if applicable) 5) Bidders must be registered on central supplier database (CSD/ Suppliers number to be used to verify registration). 6) JV/Consortium – If Applicable <ul style="list-style-type: none"> • JV Agreement must be signed by all parties. • CSD registration for all parties 7) Tax Compliance Requirements <ul style="list-style-type: none"> • Bidders must ensure compliance with their tax obligations. • The bidders' Tax status will be verified on the CSD prior to the bid award and where the preferred bidders is not compliant, 7 working days will be granted for remedy, failing which the bidder will be disqualified. 8) If any of the Directors are in the employment of the state, where a person within the Bidding Entity is an employee of the state, Bidder should: <ul style="list-style-type: none"> • Submit a signed letter on a letter head from their Accounting Officer/Accounting Authority (AO/AA of the Government Institution where they are employed) stating that they are not prohibited from conducting business with the state in terms of Section 8 of the Public Administration Management Act, 2012 (Act No.11 of 2014- "The PFMA") • Submit a signed letter on a letter from their AO/AA granting permission to perform other remunerative work outside of their employment where the PAMA does not apply to such an employee.
C.3.1.1	The Employer shall respond to clarifications received up to 7 working days before the Bid closing time.
C.3.2	The Employer shall issue addenda until 5 working days before the Bid closing time.
C.3.4.1	The Bids will not be opened in public.
C.3.5.1	The single-envelope system will be followed for this Bid. (Bid Document and USB- includes submission copy)
C.3.7	In the event of disqualification, the Employer may, at his sole discretion, impose a specified period during which Bid offers will not be accepted from the offending Bidder and report same to the CIDB and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive Bids is stated in Annexure A .

Clause number	Bid Data
C.3.13	<p>In addition to the requirements of the Condition of Bid, offers will only be accepted if:</p> <ul style="list-style-type: none">a) The Bidder be registered on CSD.b) The Bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation.c) the Bidder has not: abused the Employer's Supply Chain Management System; or Failed to perform on any previous contract and has been given a written notice to this effect.d) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the Bid process and persons in the employ of the state are permitted to submit Bids or participate in the contract.

C3.6.1 REQUEST FOR QUOTATION (RFQ)

- (a). Request for quotation will be issued on an as-and-when required basis.
- (b) Request for quotation will follow through the two stage evaluation approach which is the administrative compliance including financial and specific goals.
- (c) The RFQs will be issued per individual project or work package (program).
- (d) The contract information and terms and conditions shall be included per RFQ
- (e) The IDT will perform a risk assessment per project to determine that bidders are not being overloaded.

Annexure A

This annexure contains all the criteria that the Employer shall use to evaluate Bids. In accordance with clause C.3.11 of the Standard conditions of Bid. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Part T2.2 – Returnable schedules.

Bids shall be evaluated in two stages as follows.

- Phase 1 – Evaluation Administrative compliance
- Phase 2 – Evaluation of Functionality

Phase 1: Eligibility of Bidders.

Phase one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory returnable documents to qualify for stage two (2) of the evaluation processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

Table 1: PHASE 1- MANDATORY REQUIREMENTS

NO	DESCRIPTION
1	Authority to Sign this Bid for companies that has more than one director
2	Fully completed and signed <ul style="list-style-type: none">○ SBD1: Invitation to bid.○ SBD4: Bidder's disclosure
3	Confirmation of addendum (if applicable)
4.	Bidders must be registered on central supplier database (MAAA number to be used to verify registration).

The Bidders who complied with the eligibility and administrative criteria in stage 1 are considered for further evaluation on their capability to execute the project.

Table 2: List of Mandatory Returnable Documents

Description of Non- Mandatory Returnable Document	Submitted/ Not Submitted
1. Certified ID copies of the Company Directors (Not older than 6 Months from the tender closing date).	
2. Proof of CIPC document	
3. Confirmation of addenda to bid document (if applicable)	
6. Authority to sign this Bid for companies that has more one director	
7. Valid Tax Compliance Letter with a unique pin	

Phase 2: Evaluation on Functionality/Technical Requirement

In this stage Bids will be evaluated on functionality according to the criteria listed below. Bidders who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible to be registered on the panel.

Table two (2) below, specifies in detail the functionality/technical criteria to be considered under the evaluation.

Functionality Criteria

Functionality Criteria		Points Allocation
A1	Proof of experience not older than 10 years	40
A2	Financial Capability	20
C1	Company Location	10
TOTAL POINTS		70

STAGE ONE FUNCTIONALITY CRITERIA FOR THE SUPPLY AND DELIVERY OF FURNITURE

00	DESCRIPTION	Total Points allocated	Points	Points Claimed
1	PROOF OF EXPERIENCE (I.E. SUPPLY AND DELIVERY OF FURNITURE)	MAX POINTS 40		
	Five similar projects	40	40	
	Four similar projects		30	
	Three similar projects		20	
	Two similar projects		10	
	One similar project		05	
	Non-submission, irrelevant evidence and incomplete evidence		00	
	<ul style="list-style-type: none"> • <i>The bidder must submit appointment letter(s) with the project value of each project(s) completed and reference letter(s). The letter(s) must be signed, dated and stamped by the client in order to be considered.</i> • <i>Bidder must submit appointment letter and reference letter of the same completed project to be allocated points, failure to submit either of the documents, no points will be allocated to the bidder on that completed project.</i> • Appointment letter (Company Experience) older than 10 years will not be considered as it will be deemed unreliable) • <i>Only relevant appointment letters of similar project nature will be considered.</i> • NOTE: Failure to submit any of the above requirements will results in no points being awarded to the bidder. 			
20	Financial Capability	MAX POINTS 20		
	Bank Rating of A	20	20	
	Banking Rating B		15	
	Banking Rating C		10	
	Banking Rating D		05	
	Banking Rating E		00	
	<p>Points allocated for proven track record based on previous completed similar projects executed by tenderer in consideration:</p> <p>Points will be allocated based on (i) Signed and Stamped Reference (in the form issued to the tenderer) by a client representative and responsible Principal Agent; all (i.e. item (i) for the Project in consideration. The Tenderers' performance on the projects MUST be rated by the Client Representative on a scale of 5 -1 (04=Excellent,03=Good,02=Satisfactory ,01=Poor,0= Non- submission)</p> <p>Points allocated for client reference based on previous completed projects executed by the bidder in consideration:</p> <p>Points will be allocated based on;</p> <p>(i) Receipt of signed and/or stamped client references in the forms supplied in this document</p> <p>(ii) Completion of Client references forms which are contained in this document.</p> <p>NOTE: Failure to submit any of the above requirements will results in no points being awarded to the bidder.</p>			
7.	Company Location- This information will be verified from the FICA documents (Physical Address, Utility Bill, Telephone, Tax Clearance, lease agreement submitted by the bidder. Failure to submit the required documents will result in no points allocation.	10		
	<ul style="list-style-type: none"> • Eastern Cape Based 		10	
	<ul style="list-style-type: none"> • Outside Eastern Cape 		05	
	TOTAL POINTS CLAIMED	70		
	QUALIFYING POINTS AND PERCENTAGE	70 POINTS	70%	

Only bidders who will obtain a 70% minimum functionality threshold will qualify to be in the panel for a period of 36 months

Other required documents

Important note to Bidder: The relevant supporting documents should be inserted as per listed in Part A2.B. part of the listed documents are required for allocation of points for functionality evaluation purposes (Note: If any of the documents to support functionality are not supplied, it will result in the deduction of bid evaluation points).

List of other Non-Mandatory Returnable Documents Including Technical Returnable "Compulsory Documents Checklist

A2.B1. Experience of company on similar projects not older than 10 years

A2.B2. Original Certified Copies of Directors ID's and CIPC Documents (Not Older than 6 Months from the tender closing date)

A2. B3. TAX COMPLIANCE LETTER

A.2 B4. KEY PERSONNEL TO BE ASSIGNED TO THE PROJECTS

Annexure C

Standard Conditions for the calling for Expressions of Interest

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each Bidder submitting an expression of interest shall comply with these conditions for calling expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly, and transparently, comply with all legal obligations, and not engage in anticompetitive practices.

C.1.1.2 The employer and the responded and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Bidders shall declare any potential conflict of interest in their Bid submissions. Employees, agents, and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note:

1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect, or family interests in the Bid or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek, and a Bidder shall not submit an expression of interest without having a firm intention and the capacity to proceed with the contract.

C.1.2 Expression of Interest Documents

The documents issued by the employer for the purpose of an expression of interest offer are listed in the Bid data.

C.1.3 Interpretation

C.1.3.1 The Bid data and additional requirements contained in the Bid schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expression of interest.

C.1.3.2 These conditions of expression of interest, the Bid data and Bid schedules which are required for Bid evaluation purposes, shall form part of any contract arising from the invitation for the expression of interest.

C.1.3.3 For the purposes of these conditions of the expression of interest, the following definitions apply:

a) **conflict of interest** means any situation in which:

i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially.

ii) an individual or Bidder is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or

iii) incompatibility or contradictory interests exist between an employee and the Bidder who employs that employee.

b) **corrupt practice** means the offering, giving, receiving, or soliciting of anything of value to influence the action of the employer or his staff or agents in the Bid process.

- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the Bid process or the award of a contract arising from a Bid offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

C.1.4 Communication and employer's agent

Each communication between the employer and a respondent shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent. The name and contact details of the employer's agent are stated in the Bid data.

C.1.5 Cancellation and Re-Invitation of An Expression of Interest

C.1.5.1 An employer may, prior to the award of the expression of interest, cancel an expression of interest if:

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation.
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable Bids are received.
- d) there is a material irregularity in the Bid process.

C.1.5.2 The decision to cancel an expression of interest invitation must be published in the same manner in which the original expression of interest invitation was advertised.

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel an expression of interest invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the Bid data, a contract will, subject to C.3.13, be concluded with the Bidder who in terms of C.3.11 is the highest ranked or the Bidder scoring the highest number of Bid evaluation points, as relevant, based on the Bid submissions that are received at the closing time for Bids.

C.2 Bidder's obligations

C.2.1 Eligibility

C.2.1.1 Submit an expression of interest only if the respondent satisfies the criteria stated in the Bid data and the respondent, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the Bidding entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the Bidder to submit an expression of interest and obtain the employer's written approval to do so prior to the closing time for Bids.

C.2.2 Cost of Bidding

C.2.2.1 Accept that, unless otherwise stated in the Bid data, the employer will not compensate the Bidder for any costs incurred in the preparation and submission of an expression of interest, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

C.2.2.2 The cost of the expression of interest charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the expression of interest on its website so as not to incur any costs pertaining to the printing of the Bid documents.

C.2.3 Check documents.

Check the expression of interest documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the expression of interest. Use and copy the documents issued by the employer only for the purpose of preparing and submitting an expression of interest in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting an expression of interest, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the expression of interest by reference.

C.2.6 Acknowledge addenda.

Acknowledge receipt of addenda to the expression of interest, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the Bid data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which Bidders may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the Bid data.

C.2.8 Seek clarification.

Request clarification of the expression of interest, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the Bid data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The Bidder is advised to seek qualified advice regarding insurance.

C.2.11 Alterations to documents

Do not make any alterations or additions to the expression of interest, except to comply with instructions issued by the employer, or necessary to correct errors made by the respondent. All signatories to the expression of interest offer shall initial all such alterations.

C.2.13 Submitting an expression of interest

- C.2.13.1 Submit one expression of interest only, either as a single Bidding entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the Bid data.
- C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- C.2.13.3 Submit the parts of the Bid offer communicated on paper as an original plus the number of copies stated in the Bid data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
- C.2.13.4 Sign the original and all copies of the Bid offer where required in terms of the Bid data. The employer will hold all authorized signatories liable on behalf of the Bidder. Signatories for Bidders proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the Bid offer.

C.2.14 Information and data to be completed in all respects.

Accept that Bid offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the expression of interest at the address specified in the Bid data not later than the closing time stated in the Bid data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the Bid data for any reason, the requirements of these conditions of Bid apply equally to the extended deadline.

C.2.16 Bid offer validity.

C.2.16.1 Hold the Bid offer(s) valid for acceptance by the employer at any time during the validity period stated in the Bid data after the closing time stated in the Bid data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the Bid data for an agreed additional period with or without any conditions attached to such extension.

C.2.18 Provide other material.

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the Bid offer, the Bidder's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the Bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the Bid offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.20 Submit securities, bonds and policies.

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft.

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other Bid documents

If so, instructed by the employer, return all retained Bid documents within twenty-eight (28) days after the expiry of the validity period stated in the Bid data.

C.2.23 Certificates

Include in the Bid submission or provide the employer with any certificates as stated in the Bid data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the Bidder.

C.3.1.1 Unless otherwise stated in the Bid Data, respond to a request for clarification received up to five (5) working days before the Bid closing time stated in the Bid Data and notify all Bidders who collected an expression of interest.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the Bidding entity (or both) or any other criteria which formed part of the qualifying requirements used to

prequalify a Bidder to submit a Bid offer in terms of a previous procurement process and deny any such request if therefore:

- a) an individual firm, or a joint venture, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements.
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the Bid documents to each Bidder during the period from the date that Bid documents are available until three (3) working days before the Bid closing time stated in the Bid Data. If, as a result a Bidder applies for an extension to the closing time stated in the Bid Data, the Employer may grant such extension and, shall then notify all Bidders who collected Bid documents.

C.3.3 Return late Bid offers.

Return expression of interest offers received after the closing time stated in the Bid Data, unopened, (unless it is necessary to open a Bid submission to obtain a forwarding address), to the Bidder concerned.

C.3.6 Non-disclosure

Not disclose to Bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of Bid offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Bidder.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a Bidder to influence the processing of Bid offers and instantly disqualify a Bidder (and his Bid offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each Bid offer properly received:

- a) complies with the requirements of these Conditions of Bid,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the Bid documents.

C.3.8.2 A responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bid documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the Bidder's risks and responsibilities under the contract, or
- c) affect the competitive position of other Bidders presenting responsive Bids, if it were to be rectified.

Reject a non-responsive Bid offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation

Clarification of a Bid offer

Obtain clarification from a Bidder on any matter that could give rise to ambiguity in a contract arising from the Bid offer.

C.3.11 Evaluation of Bid offers

The Standard Conditions of Bid standardize the procurement processes, methods and procedures from the time that Bids are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Bid Data associated with a specific project.

Conditions of Bid are the document that establishes a Bidder's obligations in submitting a Bid and the employer's undertakings in soliciting and evaluating Bid offers. Such conditions establish the rules from the time a Bid is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Bid are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a Bidder who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments, and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	Cost effective

C.3.11.37 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive Bid offer using the Bid evaluation methods and associated evaluation criteria and weightings that are specified in the Bid data.

C.3.12 Insurance provided by the employer.

If requested by the proposed successful Bidder, submit for the Bidder's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.14 Prepare contract documents.

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the Bid documents to take account of:

- a) addenda issued during the Bid period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful Bidder.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.17 Provide copies of the contracts

Provide to the successful Bidder the number of copies stated in the Bid Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to respondents for any action that is taken in applying these conditions of Bid but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Bidders or might prejudice fair competition between Bidder

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))					
BID NUMBER:	IDTEC/59/FURN-PANEL/2024/25	CLOSING DATE:	24 May 2024	CLOSING TIME:	12:00
DESCRIPTION	THE APPOINTMENT OF CIDB GRADE 4GB UP TO 9GB CONTRACTORS FOR THE CONSTRUCTION OF NEW FACILITIES, UPGRADE AND THE REFURBISHMENT OF BUILDINGS AND FACILITIES ONBEHALF OF THE IDT VARIOUS CLIENT DEPARTMENTS ON AN AS AND WHEN REQUIRED BASIS FROM THE DATE OF AWARD FOR 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE INDEPENDENT DEVELOPMENT TRUST (IDT)					
Palm Square Business Park					
Silverwood House					
Bonza Road, Beacon Bay					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Yonela Bobani		CONTACT PERSON	Hlumelo Ntabeni	
TELEPHONE NUMBER	043 711 6000		TELEPHONE NUMBER	043 711 6000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	yonelab@idt.org.za		E-MAIL ADDRESS	hlumeloln@idt.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA <input type="checkbox"/> <input type="checkbox"/>
SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					YES <input type="checkbox"/>

NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES

NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 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.”

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.3.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

..... Signature Date
..... Position Name of bidder

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20..... ,

Mr./Mrs./Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned.....hereby confirm that I am the sole owner of the business trading as.....

.....

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner:

Full name of partner	Residential address	Signature
.....
.....
.....

We, the undersigned partners in the business trading as hereby authorise..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE SIGNATURE SIGNATURE
..... DATE DATE DATE
.....

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20 at

..... Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....

at.....

Mr/Mrs/Ms. , whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

