

EXPRESSIONS OF INTEREST [EOI]



ELIDZ is requesting submissions from parties interested in being on the ELIDZ Soft-landing database

THEREAFTER

THROUGH AN "EXPRESSION OF INTEREST" [EOI] PROCESS

to establish a database for the aiding of investor soft-landing for the ELIDZ.

EOI NUMBER:	OPS/25/SOFT-LANDING/01
ISSUE DATE:	04 April 2025
CLOSING DATE:	02 May 2025
CLOSING TIME:	12:00

NO BRIEFING MEETING:

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**EOI for the Establishment of a Soft-landing Database
for the ELIDZ SOC**

Section 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ will only approach those entities, which have completed and submitted an EOI to ELIDZ through this procurement process. The subsequent Expression of Interest [EOI] if and when this is issued by ELIDZ during 2024/2025 period will be limited only to those Respondents who have submitted this EOI and who have been shortlisted following the evaluation/pre-qualification process stipulated in this EOI.

Please note the following conditions are applicable to all EOIs.

- Questions relating to the EOI will be accepted until **12h00 on the 23 April 2025**. All questions must be submitted to Anathi Mzantsi via e-mail to anathi@elidz.co.za
- The closing date for this EOI is at **12h00 on the 02 May 2025**;
- Only online submission will be considered;
- ELIDZ is not obligated to accept any proposal;
- Any expenses incurred by the respondent in preparing and submitting the proposal will be for the its own account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the proposer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the EOI conditions or which are incomplete will, as a general rule, not be considered.
- Company registration documents and ELIDZ procurement handbook
- Valid SARS PIN or Tax Clearance Certificate with their submission
- Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover,

Respondents that will be approved following this process will be required to register on Treasury's CSD database Any additional information or clarification will be emailed to all Respondents, if necessary.

2 RESPONSE SUBMISSION / DELIVERY INSTRUCTIONS FOR EOI

The EOI document will be available for download on 04 April 2025 12h00 (Noon), at www.elidz.co.za , website under opportunities, Tender bulletin

It will be the responsibility of the respondent to ensure that the EOI documents reaches the ELIDZ. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, 02 May 2024. only PDF documents must be uploaded with a maximum size limit of 2GB per file.

Hard copy document submissions will not be considered.

Respondent's Signature

Date and Company Stamp

3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 51% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

ELIDZ reserves the right to have Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

4 COMMUNICATION

- 4.1** For specific queries relating to this EOI, an email should be submitted to Anathi Mzantsi at any time before **23 April 2025** substantially in the form set out in Section 7. In the interest of fairness and transparency, ELIDZ's response to such a query will then be made available to the other Respondents who have attended a Briefing Session. For this purpose, ELIDZ will communicate with Respondents, using the contact details provided to the Secretariat at the briefing session. Kindly ensure that you provide the Secretariat with the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a respondent who provided incorrect contact details.
- 4.2** After the closing date of the EOI, a Respondent may only communicate with the Supply Chain Officer, at telephone number 043 702 8258, email anathi@elidz.co.za on any matter relating to this EOI Proposal.
- 4.3** Respondents are to note that changes to its submission will not be considered after the closing date. Respondents are warned that a Proposal may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvas any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with ELIDZ in the future.

5 CONFIDENTIALITY

- 5.1** All information related to this EOI is to be treated with strict confidence. In this regard, Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from the

6 INSTRUCTIONS FOR COMPLETION OF EOI

- 6.1** EOI proposals must be submitted online.
- 6.2** All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.
- 6.3** The person or persons signing the submission must be legally authorised by the respondent to do so.

7 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

- 7.1** It is envisaged that Respondents to this EOI will be subjected to 1st Phase of Returnable Documents & Schedules compliance criteria and will be shortlisted in order to proceed to the follow up Phases of evaluations.
- 7.2** This EOI is not an offer or award and ELIDZ is under no obligation to accept any proposals in this process.
- 7.3** This Expression of Interest is for Prototypes development only; no business operations will be awarded through this process.

8 DISCLAIMERS

- 8.1** Respondents are hereby advised that ELIDZ will not be committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:
- a) take no further action whatsoever, if it so decides
 - b) withdraw from this process and the provisions of this project at any time;
 - c) select the EOI participants based on ELIDZ's criteria;
 - d) change the dates of adjudication and submission;
 - e) not invite EOI respondents for further participation in the EOI process;
 - f) not bind itself to accept any or all of the EOIs;
 - g) increase or decrease the quantities/scope as indicated in the EOI;
 - h) Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a proposal, Respondents hereby irrevocably grant the necessary consent to ELIDZ to do so;
 - i) request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
 - j) Not accept any changes or purported changes by the Respondent to the proposal rates after the closing date and/or after the award of the prototypes development, unless the contract specifically provides for it.
- 8.2** ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.
- 8.3** Kindly note that ELIDZ will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

9 TAX COMPLIANCE

Tax Requirements

Innovators must ensure compliance with their Tax obligations.

Innovators are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the taxpayer's profile and tax status.

Respondent's Signature

Date and Company Stamp

Application for tax compliance status (TCS) or PIN may also be made via e-filing.

Bidders may also submit a printed TCS together with the bid.

In submissions where consortia/joint venture/ sub-contractors are involved, each pay must submit a separate proof of TCS/PIN/CSD number.

Where no TCS is available, but the bidder is registered on the CSD database, a CSD number must be provided.

10 PROTECTION OF PERSONAL DATA

In responding to this bid, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, ELIDZ requires Respondents to process any personal information disclosed by ELIDZ in the bidding process in the same manner. The detailed mutual duties of ELIDZ and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

Respondent's Signature

Date and Company Stamp

**EOI for the Establishment of a Soft-landing Database
for the ELIDZ SOC**

Section 2: EOI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The East London Industrial Development Zone (ELDZ) SOC Ltd operates a prime industrial park that exists to help manufacturers become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined environment enhanced by a range of supporting services.

The zone is especially developed for growth-oriented manufacturers in search of ultimate global competitiveness. The ELIDZ focuses on streamlining business operations and engineering operational efficiencies for located industries. As the ELIDZ approaches the twilight of its Vision 2025, it aims to provide investor soft-landing solutions that assist investors settle in the ELIDZ while they focus on their core business.

An important aspect of this goal to assist investors settle in the ELIDZ is the establishment of a soft-landing database that will make it easy for investors to settle their families into the Buffalo City Metropolitan Municipality (BCMM).

2 BACKGROUND

The ELIDZ has no formal database specifically dedicated to the soft-landing leg of its value proposition. As such, the company has no formal strategy for its soft-landing leg of the value proposition. Due to the importance of offering relocating families with soft-landing investor servicing, the ELIDZ has identified the need to craft a database of key services providers that will aid its soft-landing offering.

3 KEY OBJECTIVES OF THIS EOI PROCESS

The is seeking suitably qualified and experienced to be listed in the ELIDZ soft-landing database to be utilised to aid ELIDZ's investment attraction and settlement.

The database will consist of:

- **Real Estate Agents,**
- **Business Advisory services**
- **Relocation services**

4 GENERAL RESPONDENT OBLIGATIONS

- 4.1** The Respondent(s) shall be fully responsible to ELIDZ for the acts and omissions of persons directly or indirectly employed by them.
- 4.2** The Respondent (s) must comply with the requirements stated in this EOI.

5 CONFIDENTIALITY AND COMPLIANCE

This EOI and information contained herein or provided for purposes thereof, remain the property of ELIDZ and may not be reproduced, sold or otherwise disposed of.

Information disclosed in this EOI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic EOI.

6 UNDERTAKINGS BY RESPONDENT

It will be accepted that the Respondent, on submitting the EOI response, has read, understood and accepted all the terms and conditions of the document. The submission of an EOI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the EOI Response document.

7 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit an EOI response must be in possession of this document, the ELIDZ will not be responsible for or pay any expense or losses, which may be incurred by any Respondent in the preparation, and submission of the EOI and the costs of the EOI at all stages of the EOI process. Costs, if any, will be for each Respondent's own account.

ELIDZ reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their EOI, at the Respondent's own cost.

8 AUTHORITY OF SIGNATORY

- 8.1** If the EOI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the company, must be submitted with their EOI.
- 8.2** If the EOI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the partnership, must be submitted with this EOI.
- 8.3** If the EOI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this EOI and any other documents and correspondence in connection with this EOI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the EOI response.

9 UNDERTAKING BY ELIDZ

In responding to this EOI, ELIDZ encourages all EOI Respondents to put their best effort into the construction and development of the proposal.

The EOI process will include due governance, and the results of the adjudication process will be available to Respondents who are not successful under certain conditions. This will be allowed at the sole discretion of ELIDZ.

**EOI for the Establishment of a Soft-landing Database
for the ELIDZ SOC**

Section 3: ELIDZ'S EOI INFORMATION

1 STATISTICS

1.1 Establishment of a soft-landing database

ELIDZ seeks to create a database of service providers critical during the life of the investor in the Zone. It is important to note that the database will not be for ELIDZ's use but for ELIDZ customers. The database will be made available to both prospective and existing investors. The appointment of any service provider will be at the discretion of our customers. Kindly note by responding to this Expression of Interest, you are giving consent for your details to be shared with our customers.

2 EVALUATION REQUIREMENTS FOR EOI

ELIDZ is looking to provide soft-landing services to its investors by establishing a database of key providers to aid investor settlement into the ELIDZ. The EOI is focusing on three service categories the Real Estate Agency Services, Business Advisory Services and Relocation Services. Respondents expressing an interest to participate in this EOI stage must qualify in terms of the minimum predetermined requirements for Housing, Business Advisory Services and Relocation Services, as set out below:

2.1 MINIMUM ELIGIBILITY CRITERIA (pre-qualification criteria)

The following minimum eligibility criteria is a requirement for the submission of an EOI:

- Registered business entities,
- Be based in the Eastern Cape Province, full time operational based in the Eastern Cape (attach a verifiable proof of residence)
- Completed ELIDZ Procurement handbook

2.1.1 Real Estate agents

Services to be provided by Real Estate Agents include but not limited to the following:

- Guide ELIDZ customers on property related matters
- Provide advice on property trends in the region
- Source property (rental and/or purchase) for ELIDZ investors and/or relocating employees
- Ensure that accommodation sources is suitable for ELIDZ investors and/or relocating employees
- Offer Temporary accommodation
- Home search – long term rentals

Business Advisory Services

- Registered business entities
- Provide structured business development advice
- Provide assistance, expertise, support, and resources to create the important foundations for the growth and sustainability of businesses in the ELIDZ

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- Provide training for the advancements of businesses.
- Providing support to ELIDZ SMMEs that will form part of the manufacturing incubator
- Provision of specialised technical assistance
- Providing and co-packaging SMME incubation support.
- Facilitation of access to incentives
- Provision of Financial Support to entities within the Zone
- Recruitment Service providers
- Training Service Providers

Relocation services

- Registered business entities
- School search – assess the needs of expatriate families and search for schools that cater for those needs
- Provide solution for language and cultural needs
- Family and/or partners transition support
- Provide settling in services – assist relocating families settle in their new surroundings through various and tailored services

2.1.1 Exclusions

- Proposals/submissions from entities located outside the Eastern Cape will not be considered (this only applies to property agents).
- Proposals/submissions without a completed ELIDZ Procurement Handbook.

2.2 TECHNICAL CRITERIA (FUNCTIONALITY EVALUATION)

- Only proposals that achieve a minimum qualification score of 70% in the Functionality Evaluation matrix below.
- Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated,

3 TECHNICAL CRITERIA

- FUNCTIONALITY EVALUATION MATRIX

EVALUATION CRITERIA FOR REAL ESTATE AGENTS	POINTS	Returnable Documents
Company Experience (Similar work/ service undertaken by the Company)	Max 40	Relevant Experience
Above 5 years	40	Registration Documents and company profile
Above 3 years < 5 years	3	Registration Documents and company profile

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Above 1 years < 3 years	20	Registration Documents and company profile
Below 1 year	10	Registration Documents and company profile
References from a minimum of three (3) clients (Total score of references).	Max 60	Relevant Experience
Total Score	100	

EVALUATION CRITERIA FOR BUSINESS ADVISORY SERVICES	POINTS	Returnable Documents
Company Profile	Max 30	
The company profile to state the number of years the institution has been offering Business Advisory Services	30	10 years or more. The company profile referencing assignments of similar nature undertaken
	20	Greater than 5 years up to 10 years. The company profile referencing assignments of similar nature undertaken
	10	1 to 5 years. The company profile referencing assignments of similar nature undertaken
References Rating of good from three (3) verifiable clients (Total score of references)	Max 60	
Experience Level of Team	Max 10	Experience relevant to the requirements of Business Advisory Services
Above 5 years	10	Attach cover letter and CV based on the above
Above 3 years < 5 years	5	Attach cover letter and CV based on the above
Above 1 years < 3 years	3	Attach cover letter and CV based on the above
Below 1 years	0	Attach cover letter and CV based on the above
Total Score	100	

 Respondent's Signature

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EVALUATION CRITERIA FOR RELOCATION SERVICES	POINTS	Returnable Documents
Company Profile	Max 30	
The company profile to state the number of years the institution has been offering Relocation Services	30	10 years or more. The company profile referencing assignments of similar nature undertaken
	20	Greater than 5 years up to 10 years. The company profile referencing assignments of similar nature undertaken
	10	1 to 5 years. The company profile referencing assignments of similar nature undertaken
References Rating of good from three (3) verifiable clients (Total score of references)	Max 60	Details of previous similar work
Experience Level of Team	Max 10	Experience relevant to the requirements of the relocation services
Above 5 years	10	Attach cover letter and CV based on the above
Above 3 years < 5 years	5	Attach cover letter and CV based on the above
Above 1 years < 3 years	3	Attach cover letter and CV based on the above
Below 1 years	0	Attach cover letter and CV based on the above

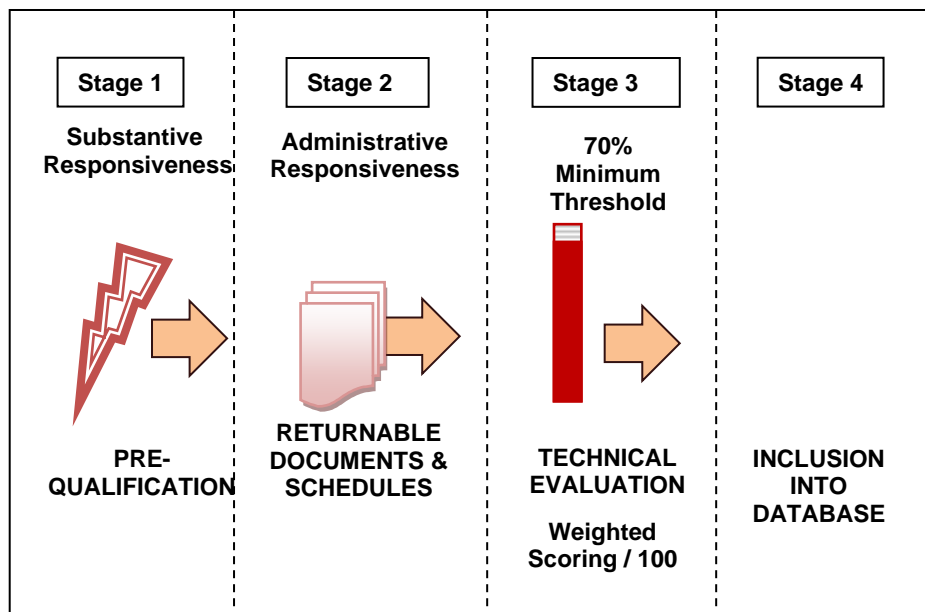
Respondents are required to indicate their existing technical capability by ticking the applicable box in the table below:

4 VALUATION METHODOLOGY AND CRITERIA

During this EOI process, the ELIDZ intends utilising the following methodology and criteria in selecting a preferred Supplier(s). Please note that the criteria and/or weightings listed in the various stages below may change at RFP stage.

Respondent's Signature

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NB: The EOI process will end at Stage 4. Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, ELIDZ reserves the right to conduct the different stages of the evaluation process in parallel. In such instances, the evaluation of bidders at any given stage must therefore not be interpreted to mean that respondents have necessarily passed any previous stage(s).

4.1 SUMMARY OF PROPOSED EOI EVALUATION THRESHOLD AND WEIGHTINGS

EVALUATION CRITERIA	MINIMUM THRESHOLD [%]
Technical / functionality threshold	70%

EVALUATION CRITERIA	FINAL WEIGHTED SCORES
Technical / functionality	100
TOTAL SCORE:	100

Note: ELIDZ will reserve the right to conduct post-tender negotiations with the preferred Respondent(s) during RFP stage.

5. CONFIDENTIALITY

7.1. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

- It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
- It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.

Respondent's Signature

Date and Company Stamp

- iii. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
- iv. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
- v. Due and reasonable care of the bidder's personal information
- vi. At all times strictly comply with its obligations under Data Protection Legislation.
- vii. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
- viii. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
- ix. It shall implement and maintain, at its cost and expense, appropriate, reasonable, technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

7.2. RETURNABLE DOCUMENTS

a) Respondents must submit with their responses to this EOI, **as a minimum requirement**, all the returnable documents indicated below with a [✓]. All Sections must be signed and dated by the Respondent.

b)

Minimum Requirements - Returnable Documents	Submitted [✓]
SECTION 1: NOTICE TO RESPONDENTS (Compulsory requirement)	
<ul style="list-style-type: none"> ELIDZ Procurement Handbook 	
SECTION 2: EOI Scope of Requirements	
<ul style="list-style-type: none"> Valid proof of address (most recent 3 months) 	
<ul style="list-style-type: none"> Valid Tax Clearance certificate: Personal (pre corporate company and /or business) 	
<ul style="list-style-type: none"> Company registration documents and ELIDZ procurement handbook 	
<ul style="list-style-type: none"> Valid SARS PIN or Tax Clearance Certificate with their submission 	
<ul style="list-style-type: none"> Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover, 	

Minimum Requirements - Returnable Documents	Submitted [✓]
<ul style="list-style-type: none"> Valid SARS PIN or Tax Clearance Certificate with their submission 	
SECTION 3: ELIDZ's EOI Information	
<ul style="list-style-type: none"> Documents as proof of relevant Industry experience (CV of team member and company profile) 	
<ul style="list-style-type: none"> Registration to professional body – prequalifying criteria (Estate Property Agents) 	
<ul style="list-style-type: none"> Reference forms/letters 	

Note: The extent to which you are able to provide all or any of the Technical Criteria indicated above will not necessarily penalise you from further participation in an RFP process. Responses to this EOI will permit ELIDZ to consider and formulate various options in terms of the proposed allocation of its supply requirements and/or allied Services.

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI/EOI. Should the Respondent be awarded the contract **[the Agreement]** and fail to present ELIDZ with such renewals as and when they become due, ELIDZ shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ELIDZ may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 2024

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp

Respondent’s Signature

Date and Company Stamp