

Department:	Supplier Chain Management	Document no:	AIDC-SCM-FRM-004	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	Form			
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AIDC STANDARD BID DOCUMENT

Bid number: AIDC_T02_2020/21
Bid title: INVITATION FOR AN OPEN TENDER TO PROVIDE WASTE MANAGEMENT SERVICES FOR 3 SITES AT THE SUPPLIER PARK TRADING AS AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE FOR 36 MONTHS, THESE SITES ARE:

- AUTOMOTIVE SUPPLIER PARK IN ROSSLYN (ASP).
- GAUTENG AUTOMOTIVE LEARNING CENTRE IN ROSSLYN (GALC).
- AIDC INCUBATION CENTRE AT FORD (FIC).

Date issued: 07 May 2021

Closing date: 28 May 2021

Closing time: 11:00 am

Visual Compulsory briefing session yes ☒ no ☐

Venue: Microsoft Teams (Link on AIDC website www.aidc.co.za)

Date and Time: 10:00 am

Closing date for questions: 21 May 2021

Site visit (Reference site) yes ☒ no ☐
(See Part C - Evaluation Criteria)

Bidder's details	
Company name:	
Company registration no:	
CSD registration no:	
Contact person:	
Tel number:	
Cell number:	
Email address:	

TOTAL BID PRICE (VAT Inclusive)	R _____
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NB: Please indicate whether this document is the original or copy (tick the applicable block)

ORIGINAL ☐ COPY ☐

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Please note: No “type correction fluids” or any other forms of blanking out any of the printed information on this tender document is allowed. All changes must be clearly indicated, and any deletions must be scratched out and signed next to each change.

MINIMUM DOCUMENTS REQUIRED

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AND BE COMPLETED IN BLACK INK WHERE COMPLETION IS REQUIRED.

Minimum Documents required for this BID	Instructions for Bidder's Attention	Submitted (Yes /No)
Central Supplier Database (CSD) Summary Report	Proof of CSD registration	
Tax compliance verification pin	Must be printed from SARS Website.	
SBD 1 (Invitation to Bid – and Bid Price Statement)	Must be duly completed and signed	
SBD 3.3 (Pricing Schedule)	Must be duly completed and signed	
SBD 4 (Declaration of Interest)	Must be duly completed and signed	
SBD 6.1 (Preferential Points Claim Form)	Must be duly completed and points claimed be allocated as per B-BBEE certificate or Sworn Affidavit.	
SBD 6.2 Local production and content and Annex C	Must be duly completed and signed	
SBD 8 (Declaration of Service Provider's past Supply Chain Management Practices)	Must be duly completed and signed	
SBD 9 (Certificate of Independent Bid Determination)	Must be duly completed and signed	
CIPC - Company Registration Documentation	1. Certificate of Registration, 2. Change of Name Certificate (if applicable), 3. Register of Directors and Registered Business Address	
Proof of VAT registration e.g., VAT registration Number	Please type it in a blank page in big font or attach a document printed from SARS with VAT registration Number.	
B-BBEE Certificate/s or B-BBEE Affidavit where applicable.	B-BBEE Copies must be certified by the Commission of Oath not older than 6 months. Or original B-BBEE Affidavit where applicable. For Joint Venture: please submit a consolidated B-BBEE Certificate. This B-BBEE should be from SANAS accredited verifying agency.	
Company Profile and resources allocated to the project	Attach Company's profile which indicates number of years of service. Organogram of resources.	
Certified Copies of Identity Documents	For all current Owner/s Shareholders/ Directors, Members (if Close Corporation)	

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Copy of Board Resolution or Company Power of Attorney, authorizing the person signing this bid response	Please attach this support.	
Financial Standing - Submission <u>of any</u> of the following, must not be older than 6 months: ➤ Original letter from the bidder's appointed accountant <u>or</u> CEO/Managing Director certifying that the bidder is in a financially sound position and there are no significant uncertainties about its going concern and ability to pay its liabilities as they become due on the ordinal course of business, <u>or</u> ➤ Original Bank Stamped Letter with at-least Bank Code A, B, C or D Rating.	Please attach any of the 3 mentioned, failure of which will lead to disqualification.	
Valid Certificate for waste transportation permit	Disqualified if not provided	
Joint Venture agreement (where applicable)	All administrative and compliance documents must be submitted for both companies on a Joint Venture.	
Sub-contracting agreements (where applicable)	Must be duly signed by both parties	
Valid Letter of good standing - (COIDA -Department of Labor)	Purchase order would not be issued without proof of registration	
Proof of registration for Unemployment Insurance Fund	Purchase order would not be issued without proof of registration	
Proof of registration for Workmen's Compensation Fund;	Purchase order would not be issued without proof of registration	
Proof of Public Liability Cover, greater or equal to R2,000,000. Two million	Purchase order would not be issued without proof of registration	

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PART A

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A1.

INVITATION TO BID

SBD 1

You are hereby invited to bid for the requirements of the AIDC

Bid no:	AIDC_T02_2020/21	Closing Date:	28 May 2021	Closing Time:	11:00
Description:	INVITATION FOR AN OPEN TENDER TO PROVIDE WASTE MANAGEMENT SERVICES FOR 3 SITES AT THE SUPPLIER PARK TRADING AS AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE FOR 36 MONTHS, THESE SITES ARE: AUTOMOTIVE SUPPLIER PARK IN ROSSLYN (ASP) GAUTENG AUTOMOTIVE LEARNING CENTRE IN ROSSLYN (GALC) AIDC INCUBATION CENTRE AT FORD (FIC).				

Bid response documents must be deposited to AIDC tender box:

Main Gate, Automotive Supplier park, 30 Helium Road, Rosslyn ext 2, 0200

Bidding procedure enquiries may be directed to:		Technical enquiries may be directed to:	
Contact Person	Mitta Mashishi	Contact Person	Sharon Mashala
Telephone no		Telephone no	
Facsimile no		Facsimile no	
E-mail Address	mmashishi@aidc.co.za	E-mail Address	smashala@aidc.co.za

Closing date for Enquiries: 21 May 2021

Supplier Information

Company Name			
Company / CC Registration no			
CIDB Registration no (if applicable)			
Vat Registration no			
Postal Address			
Street Address			
Telephone no	Code	Number	
Cell Phone no			
Facsimile no	Code	Number	
E-Mail Address			

Main Contact Person

Name			
Position			
Telephone no	Code	Number	
Cell Phone no			
Facsimile no	Code	Number	
E-Mail Address			

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Supplier Compliance Status			
SARS Tax e-filing Pin		Central Supplier Database (CSD) no.	
B-BBEE Status Level Verification Certificate	Yes / No	B-BBEE Status Level Sworn Affidavit	Yes / No
A B-BBEE Status Level Verification Certificate/ Sworn Affidavit (for EMEs & QSEs) must be submitted in order to qualify for Preference Points for B-BBEE			
Are you the accredited representative in South Africa for the goods / services / works offered?	Yes / No <i>(if yes enclose proof)</i>	Are you a foreign based supplier for the goods / services / works offered?	Yes / No <i>(if yes, answer the questionnaire below)</i>
Questionnaire to bidding foreign suppliers			
Is the entity a resident of the Republic of South Africa (RSA)?		Yes / 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). If one or more of the answers are “yes”, register as per 2.3 below.			

A1.1 TERMS AND CONDITIONS FOR BIDDING	
1. Bid Submission:	
1.1.	The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked “COMPANY CONFIDENTIAL”.
1.2.	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.3.	All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.
1.4.	All the documentation submitted in response to this invitation to bid must be in English.
1.5.	The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are

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missing or duplicated.

- 1.6. **Please make proper division and clearly reference/index your bid document and bid supporting documents attached.**
- 1.7. **Tender responses should be submitted as follows: One Original copy, one copy and one USB.**
- 1.8. All bid documents must be submitted as per 1.7 above, at the AIDC tender box. Where a bid document is not in the mailbox at the time of the bid closing, such a bid document will be regarded as a late bid.
- 1.9. Amended bids may send via email, clearly marked "Amendment to bid no. **AIDC_Error!** Reference source not found.**T02_2020/21**", to represent the original document as the "replacement bid" and should be placed in the mailbox before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed in accordance with the bid criteria of this tender bid request. Under no circumstances will the AIDC be using or can the service provider rely on any information as contained in the original bid documents once replaced.
- 1.10. The service provider is responsible for all the cost that they might incur related to the preparation and submission of the bid document.
- 1.11. AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulations, 2017 paragraph 13.
- 1.12. AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance on the AIDC's vendor database.
- 1.13. 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 special conditions of contract.
- 1.14. Responses to this tender received from a service provider will be valid for a period of 90 days counted from the closing date of the tender.
- 1.15. **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 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number.
- 2.5 In terms of Regulation 13 (c) of the Public Service Regulations., which read as follows "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 in the service of the state".

3. Evaluation Process

- 1.1 The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation.
- 1.2 This bid will be evaluated in terms of the following stages:

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- a) Evaluation for mandatory (compliance) criteria
- b) Evaluation in terms of local production and content
- c) Evaluation in terms of functionality if part of the tender
- d) Evaluation in terms of 80/20 preference point system

NB: Failure to provide or comply with any of the above particulars may render the bid invalid.

DECLARATION

I/we, the undersigned, acknowledge that the information furnished above is true and correct.

Signature of Authorised Representative

Date

Commissioner of Oaths

Stamp:

Signature

Date

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A2. TERMS OF REFERENCE AND SCOPE OF WORK

1. Introduction

➤ Mandate

AIDC is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sectors - those based in the Gauteng province. The AIDC is thus tasked by GGDA with special developmental type projects aimed at enhancing and possibly expanding the automotive and allied-related sectors with a focus on enterprise development; also, in the support of government's aims at BBEE and SMME development and the radical transformation of various townships. The AIDC also explores other developmental projects, external to the objectives of the GGDA, in support of the AIDC's own business development processes. These include projects related to the transport and energy sectors, as well the development of the Tshwane Auto City.

1.2 Vision

The vision of the AIDC is:

To be the leading implementation agency delivering creative, efficient, best practice and value-based solutions in support of government's programmes related to the automotive and allied sectors.

1.3 Mission

The mission of the AIDC, in pursuit of its vision, is to provide innovative customised solutions:

To develop the automotive manufacturing sector to globally competitive standards of excellence through a world-class value proposition which enables effective and sustainable socio-economic growth.

1.4 Values

The AIDC's staff aligns their behaviour to the company's shared values as listed below, which support, and is informed by, the organisation's vision and mission:

- Respect for others
- Teamwork
- Open and honest two-way communication
- Encouraging a learning culture
- On-time, on-brief, on-budget
- Client-centered
- Integrity and ethics above all

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2. Tender Background

2.1 Introduction

Automotive Supplier Park (ASP)

Is developed and managed by the AIDC, a subsidiary of Gauteng Growth and Development Agency.

ASP spans an area of 130 hectares and is located in Rosslyn, north of Tshwane.

ASP concentrates automotive component manufacturers, suppliers and service providers in one location to achieve synergies and cost benefits and create a safe and stable environment in terms of security and supply of services.

The AIDC rents factories to tenant requirements on a long-term lease basis. The company also offers shared mini factories for smaller operations and offices for automotive service providers.

Tenants benefit from ASP's world-class, fully developed, shared infrastructure and services.

Gauteng Automotive Learning Centre

Which provides learnership programs to develop artisan as required by the OEM's and component manufactures. It will act as the assessment centre for all trade qualifications, and it will offer a learner management system (LMS) which will be accessible to all learners and stakeholders.

AIDC Incubation at Ford (FIC)

The AIDC's Automotive Incubation Centre at Ford currently houses companies who supply automotive components directly to the OEM's production line. Each of the incubates are subcontracted to a Tier 1 component supplier who then provides technical mentoring as required for the duration of the incubation programme.

2.2 Tender objectives

The objective of the tender is to ensure that a cost effective, high quality waste management service is awarded to an experienced waste management service provider who will ensure compliance to the applicable Bylaws and ISO 14001 Environmental Management system as well as clients requirements to service 3 of AIDC sites:

1. Automotive Supplier Park in Rosslyn. 30 Helium road, Rosslyn.
2. Gauteng Automotive Learning Centre, 99 Hendrik van Eck Street, Rosslyn.
3. AIDC Incubation centre at Ford, Simon Vermoten, Waltloo.

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3. Tender scope

3.1 The work will comprise of the following:

3.1.1 Removal of Waste that is non-recyclable:

- 3.1.1.1. To provide quality waste management service within the limitation and legal requirements as set out and required by legislation and customer. requirements ISO 9001 and ISO 14001.
- 3.1.1.2. The service will include placing waste collection skips/bins/drums in various. waste management facilities for all the sites, regular collection of waste and disposal in the environmental sound manner and conducting recycling of the recyclable waste materials.

3.1.2 Waste Recycling Services

- 3.1.2.1. Be responsible for ensuring the smooth operation of the recycling process. within designated areas above.
- 3.1.2.2. The expectation is that the appointed service provider will offer the services to the other tenants in the park to achieve economies of scale. (List of companies available on request)
- 3.1.2.3. The service provider shall as part of the service, place receptacles in all areas so that the waste is segregated at the start of the waste management. cycle (example glass, paper, et cetera). The waste segregation will start in the office environment and extended throughout the waste cycle).
- 3.1.2.4. To this effect the successful service supplier will work hand in hand with the cleaning service provider to ensure waste segregation at source.
- 3.1.2.5. The service provider shall supply all equipment required to conduct proper waste recycling. The service provider shall properly place the waste bins in the designated areas. i.e., Eating areas, Offices, Workshops, Canteen, etc.
- 3.1.2.6. Demarcating of designated areas and labelling of waste receptacles shall be. the responsibility of the waste management service provider with guidance from the client.
- 3.1.2.7. The service provider shall provide an educational training material module to AIDC supported by recycling educational posters with regard to activities to ensure staff in all AIDC sites are aware of the benefits of conducting proper. recycling. This should form part of the operational cost.
- 3.1.2.8 Income derived from this activity will be recouped from the service provider and the income must be provided to AIDC.

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3.1.3 Destruction of Confidential Documents

3.1.3.1 The service provider shall be responsible for the destruction of the confidential documents.

3.1.3.2 The method of destruction of confidential documents shall be through shredding in the presence of the Client representative on-site or off site.

3.1.3.3 The AIDC has shredding bins the service provider will only provide the destruction machine and service, thereafter once the contract ended the service provider will keep their destruction machine.

3.1.3.4 Income derived from this activity will be recouped from the service provider and the income must be provided to AIDC.

3.1.4 Disposal of Hazardous Waste

3.1.4.1 The service provider shall ensure the hazardous waste is properly quoted through the understanding of the AIDC waste streams. Required waste sampling shall also be included and no charges shall be accepted later once the service provider has been appointed.

3.5 Waste Streams Generated at AIDC:

3.5.1. The numbers given below are only indicative and not guaranteed. However, the AIDC will endeavor to work with the successful service providers to introduce their services to companies operating in the automotive supplier Park so as to enable the successful providers to offer a comprehensive competitive one-stop solution to all the companies that wish to participate.

- GAUTENG AUTOMOTIVE LEARNING CENTRE IN ROSSLYN (GALC) AND AUTOMOTIVE SUPPLIER PARK IN ROSSLYN (ASP).

No.	AIDC SITES	GALC	ASP
1.	General Waste	Food Waste	Food Waste
		Food containers (Foam plates, cups, etc.)	Food containers (Foam plates, cups, etc.)
		Packaging boxes and plastics	Packaging boxes and plastics
		Toilet hand dry towels	Toilet hand dry towels
		Plastic containers and bottles	Plastic containers and bottles
		Cans	Cans
		Papers (Office papers)	Papers (Office papers)
		Broken Furniture	Broken Furniture
	Estimated Weight generated per Month	2750 kg	7150 kg
2.	Hazardous Waste	Worn Out PPE	Worn Out PPE
		Empty Paint Cans/Containers	Empty Paint Cans/Containers
		Empty thinners cans/Containers	Empty thinners cans/Containers
		-	Fluorescent tubes
		Used thinners liquid/Effluents	Used thinners liquid/Effluents

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No.	AIDC SITES	GALC	ASP
		Grease cans	Grease cans
		Used paint brushes	Used paint brushes
		-	Used Cooking oil from Canteen
		Other light bulbs	Other light bulbs
		Oil containers	Effluent Tank Contents
		Oily rags	Spill Kit contents
		Spill kit contents	Oily rags
3.	Metal scraps	Car parts	Broken metal furniture
		Broken metal furniture	-
4.	Electronic waste	ICT Equipment's	ICT Equipment's

• AIDC INCUBATION CENTRE AT FORD (FIC)

	FIC Offices	Sodecia	BACS	ANTOLIN	HANON
General Waste	Food Waste	Food waste	Food waste	Food waste	Food waste
	Packaging Plastics	Packaging plastic	Packaging plastic	Packaging plastic	Packaging plastic
	Packaging Boxes	Packaging boxes	Packaging boxes	Packaging boxes	Packaging boxes
	Toilet hand towels	-	-	-	-
	Plastic food containers and bottles	Plastic food containers and bottles	Plastic food containers and bottles	Plastic food containers and bottles	Plastic food containers and bottles
	Cans	Cans	Cans	Cans	-
	Papers (Office papers)	Papers (Office papers)	Papers (Office papers)	Paper (Office papers)	Paper (Office papers)
	-	-	Pallets	-	-
	Broken Furniture	-	-	-	-
Estimated Weight generated per Month	7150 kg				
Recycling Services	Office White Papers. Plastic Bottles. Soft Drink Cans. Glass Bottles. Other recyclable waste except packaging boxes	Office white paper, plastic bottles, soft drink cans. Other recyclable except packaging card boxes	Office white paper, plastic bottles, soft drink cans. Other recyclable except	Office White Papers. Plastic Bottles. Soft Drink Cans. Glass Bottles.	Office White Papers. Plastic Bottles. Glass Bottles. Other recyclable waste except cardboard boxes

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	FIC Offices	Sodecia	BACS	ANTOLIN	HANON
			packaging card boxes and pallets.	Other recyclable waste except cardboard boxes	
Hazardous Waste	Worn Out PPE	Worn Out PPE	-	-	-
	Empty Paint Cans/Containers	Empty Paint Cans/Containers	-	-	-
	Empty thinners cans/Containers	Empty thinners cans/Containers		-	Empty thinners cans/Containers
	Used thinners liquid/ Effluents	Used thinners liquid/ Effluents	-	-	-
	Grease cans	Grease cans	-	Grease cans	Grease cans
	Used paint brushes	Used paint brushes	-	Used paint brushes	-
	Used Cooking oil from Canteen	-	-	-	-
	Other light bulbs	-	-	-	-
	Oil containers	Oil containers	-	-	-
	Oily rags	Oily rags	-		
	Effluent tank contents	-	-	-	-
	Spill kit content	Spill kit content	-	-	-
Metal scraps	Broken metal furniture	-	-	-	-

3.6 Description of services:

The following services will be rendered on daily, weekly, monthly, quarterly, and yearly. The activities are set down as the minimum guideline and the successful service providers will provide AIDC with a timed checklist once they have familiarised themselves with the operation.

Automotive Supplier Park (ASP)

Frequency	Action
DAILY	Sweep the waste management facilities clean and free from littering
	Close the waste skips and Wheelie bins regularly
	Sorting of recyclable materials to the relevant waste bins
	Checking effluent tanks

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	Ensure proper placement of fluorescent tubes in the boxes/bins/Drums
	Ensure contractors or AIDC maintenance team do not dispose construction rubbles in any of the skips on site. Report non-compliances to AIDC EHS Coordinator.
WEEKLY	Collection and disposal of general waste skips twice a week (Every Tuesdays and Thursdays).
MONTHLY	Provide waste report in weight/litters for all waste collected
	Provide recyclables waste report for all recyclable waste collected in weight/litters
	Assess the condition of waste receptacles and provide a status report to the Client monthly
	Destruction of offices confidential documents and provision of reports of service done.
QUATERLY	Collection and disposal of fluorescent tubes.
	Collect and dispose hazardous waste skip.
YEARLY	Collect and dispose electronic waste and scrap metal to be done yearly.

Gauteng Automotive Learning Centre (GALC)

Frequency	Action
DAILY	Sweep the waste management facility clean and free from littering
	Close the waste skips and Wheelie bins regularly
	Sorting of recyclable materials to the relevant waste bins
	Checking of effluent tanks
	Ensure contractors or AIDC maintenance team do not dispose construction rubbles in any of the skips on site. Report non-compliances to AIDC EHS Coordinator.
WEEKLY	Collection and disposal of general waste skip twice a week (Every Tuesday and Thursday)
MONTHLY	Provide waste report in weight/litters for all waste collected
	Provide recyclable waste report for all recyclable waste collected in weight/litters
	Collection of Hazardous waste
	Assess the condition of waste receptacles and provide a status report to the Client monthly
	Destruction of offices confidential documents and provision of reports of service done.

AIDC INCUBATION CENTRE AT FORD (FIC)

Frequency	Action
DAILY	Sweep the waste management facility clean and free from littering
	Close the waste skips and Wheelie bins regularly
	Sorting of recyclable materials to the relevant waste bins

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	Checking effluent tank to avoid overflowing Ensure contractors or AIDC maintenance team do not dispose construction rubbles in any of the skips on site. Report non-compliances to AIDC EHS Coordinator.
WEEKLY	Collection of full waste skips twice a week (Every Tuesdays and Thursdays)
MONTHLY	Provide waste report in weight/litters for all waste collected Provide recyclable waste report for all recyclable waste collected in weight/litters On site, Confidential office documents destruction and disposal (recycle) equipment's included. (Destruction automatic equipment's) Assess the condition of waste receptacles and provide a status report to the Client monthly
QUARTERLY	Collect and dispose hazardous waste skip. Empty the effluent tank
YEARLY	Collection of scrap metal waste

3.7 Extent of the services

- 3.7.1. Waste Management services to be rendered from 7:00am to 17:00pm
- 3.7.2. The service provider will provide the service as per the operating times agreed with the client.

3.8 Use of reasonable skill and care

The service provider shall:

- 3.8.1. Supply all waste management equipment required to render waste management services.
- 3.8.2. Generate and produce waste management report indicating waste collected and disposed, and amount of recyclable waste collected per site monthly.
- 3.8.3. Equip the deployed staff with proper and relevant training, cleaning utensils, safety equipment/ Personal Protective Equipment (PPE).
- 3.8.4. Be responsible for the maintenance of the equipment.
- 3.8.5. Ensure that defective equipment will either be replaced or repaired within 24 hours from the time that such defective equipment is reported by the AIDC and/or the Service Providers staff.

3.9 List of Waste management equipment and human resources required per site. All equipment will be on rental, at the end of the contract the service provider must remove their equipment's from all AIDC sites.

3.9.1. Automotive Supplier Park (ASP) (Indicative as minimum)

3 x 6 m ³ skip bins for general waste with closing mechanisms (lids or net)
1 x 3 m ³ skip bin for hazardous waste with closing mechanisms (lid)
20 x 240L Labelled Colour coded Wheelie bins for waste collection and recycling purposes with closing lids

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1 x cage for recycling purposes
4 x Fluorescent tubes boxes/bins/Drums. All 4 equipment to be placed on site at once
1 x 210L drum for liquid effluent and drip tray
1 x 210L drum for Canteen used cooking oil and drip tray
1x Person for sorting recyclable waste and Cleaning the waste area. Contractor to employ a person living around ASP site.

3.9.2. Gauteng Automotive Learning Centre (GALC)

1 x 6 m ³ skip bin for general waste with closing mechanisms (lid or net)
1 x 3 m ³ skip bin for hazardous waste with closing mechanisms (lid)
10 x 240L Wheelie bins for waste collection and recycling purposes with closing lids
1 x cage for recycling purposes
1 x Persons for Sorting Recyclable Waste and Cleaning the waste area. Contractor to employ a person living around GALC site

3.9.3 AIDC INCUBATION CENTRE AT FORD (FIC)

1 x 6 m ³ skip bin for general waste with closing lids or net
1 x 3 m ³ skip bin for hazardous waste with closing lids
1 x 210L drum for Canteen used cooking oil.
1 x 210L drum for used Oil and drip tray
1 x Person for sorting recyclable waste and Cleaning the waste area

List of Vehicle Fleet required:

Service	Fleet required
Collection of general waste twice a week	1 serviceable compactor truck with hydraulic lifting gear.
Collection of hazardous waste skip as and when its full.	1 Suitable and licensed skip truck hydraulic lifting gear
Collection of fluorescent tubes	1 Suitable and licensed waste transport hydraulic lifting gear
Collection of 210L Oil drums	1 Suitable and licensed waste transport hydraulic lifting gear
Emptying the effluent tank	1 x super sucker truck

4. PRICES / RATES

4.1. The Bidder is required to compile a comprehensive proposal on waste management services as listed above for the AIDC group of companies for the 3 financial years.

4.2. The prices and rates submitted shall be deemed to include all aspects relating to the provision of Waste Management service, including but not limited to: -

- 4.2.1. Management / Supervision costs.
- 4.2.2. Deployment of personnel.
- 4.2.3. Overtime paid in course of normal business.

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- 4.2.4. Costs associated with recruiting, training and clothing / PPE.
- 4.2.5. Equipment and material used on site by Service provider personnel during their duty.
- 4.2.6. Internal investigation and examination costs occasioned by the service provider on own initiative.
- 4.2.7. Conducting necessary waste sampling and testing to determine the disposal Method.

5. QUALITY OF SERVICE

5.1. A method of measurement is required to measure the quality of service inclusive of the time and standards of efficiency.

- 5.1.1. Periodic Inspections will be done by the AIDC SHEQ department.
- 5.1.2. A report of findings will be sent to the service provider to action, proof of completed items as evidence to be sent to AIDC, should the service provider fail to action the findings as stipulated and agreed the AIDC will raise a non-conformance report.
- 5.1.3. The service provider to provide AIDC with monthly report of the service in line with the scope of work.
- 5.1.4. A monthly meeting will be held with the service provider and the AIDC.
- 5.1.5. AIDC will invite the City of Tshwane personnel for periodic inspections to ensure that the service provider complies to the relevant BY laws.
- 5.1.6. The service provider to provide AIDC with monthly waste statistics of what was collected and what was recyclable.
- 5.1.7. The service provider will attend the visual daily management meeting as set out by the AIDC.

6. REFERENCES

6.1. The successful Service provider shall ensure compliance with the following requirements as applicable to the service but not limited to:

- The South African Constitution (Act 108 of 1996)
- Hazardous Substances Act (Act 5 of 1973)
- Health Act (Act 63 of 1977)
- Environment Conservation Act (Act 73 of 1989)
- National Water Act (Act 36 of 1998)
- The National Environmental Management Act (Act 107 of 1998)
- Municipal Structures Act (Act 117 of 1998)
- Municipal Systems Act (Act 32 of 2000)
- Mineral and Petroleum Resources Development Act (Act 28 of 2002)
- Air Quality Act (Act 39 of 2004)
- National Environmental Management: Waste Act, 2008 (Act 59 of 2008)
- National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014)
- Occupational Health and Safety (OHS) requirements

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- Unemployment Insurance Fund and the Workmen's Compensation Fund
- Basic Conditions of Employment Act (BCEA)
- Provide a valid letter of good standing with the Compensation of Injuries and Diseases Act (COIDA)
- National Environmental Management Waste Act No 59 of 2008, Labour Relations
- Act of 1995 (as amended). Amended Occupational and Safety Act, Act of 1993, COIDA.
- Environmental Management System ISO standards (ISO 14001).
- Comply with applicable BY laws.
- Comply to COVID-19 directives and regulations.

7. CO-OPERATION WITH OTHER SERVICE PROVIDERS

7.1. The service provider shall cooperate with other service providers such as security, maintenance contractors, cleaning and hygiene services, etc.

8. DOCUMENTATION REQUIREMENTS

8.1. The AIDC will develop standard operating procedures in line with AIDC scope of work to be used daily on site, including checklist, forms, etc.

9. CONTRACT DURATION

9.1 The initial duration of the contract will be three (3) years commencing on commencement date as stipulated on the letter of appointment.

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PRICING SCHEDULE – FIRM PRICES

SBD 3.3

Only firm prices will be accepted, non-firm prices, including prices subject to rate of exchange variations will not be considered.

Note: Only firm prices in South African Rand ('R') will be accepted.

Name of Bidder

Bid number: AIDC_T02_2020/21

Closing Date: 28 May 2021

Closing Time: 11:00 am

Offer to be valid for the duration of the project.
Detailed costing can be provided to substantiate the pricing schedule.
This pricing must refer to the proposed implementation plan

Note: All costs must be included on the bid price, including **VAT, travel, delivery, 'complete installation', 1 year warranty and all taxes** where applicable, etc.

Important: If there are any exclusions or added services, those must be clearly indicated.

Total pricing for Site 1 (ASP)	Total pricing for Site 2 (GALC)	Total pricing for Site 3 (FIC)

Total pricing for all sites Including VAT: _____

Signature of Bidder

Date

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PRICING TABLE – 1

Site A: Automotive Supplier Park (ASP)

Item No.	Site	Equipment Description other	QTY	Unit Price	Monthly fee	Year 1	Year 2	Year 3
1.	ASP	6 m³ skip bin	3					
2.		3 m³ skip bin	1					
3.		240L Color coded waste wheelie bins	20					
4.		Cage for recycling	1					
5.		Fluorescent tubes steel box	4					
6.		210L effluent drum and drip tray	1					
7.		210L drum for used cooking oil and drip tray	1					
8.		Labor - Employee on site	1					
9.		General waste collection and disposal services; 8 per month	288					
10.		Hazardous waste collection and disposal	12					
11.		Collection and disposal of fluorescent tubes boxes (Quarterly)	12					
12.		Collection of scrap metal waste Yearly	3					
13.		Collection of electronic waste	3					

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Item No.	Site	Equipment Description other services	QTY	Unit Price	Monthly fee	Year 1	Year 2	Year 3
14.		On site, Confidential office documents destruction and disposal (recycle) equipment's included. (Destruction automatic equipment's)	36					
15.		Operational cost – per month	36					
		SUB – TOTAL			R	R	R	R
		VAT 15%			R	R	R	R
		GRAND TOTAL			R	R	R	R

PRICING TABLE –2

Site B: Gauteng Automotive Learning centre

1.	GALC	Equipment and other requirements	QTY		Monthly fee (Excluding VAT)	Year 1 (Excluding VAT)	Year 2 (Excluding VAT)	Year 3 (Excluding VAT)
2.		6 m³ skip bin	1					
3.		3 m³ skip bin	1					
4.		240 litter wheelie bins	10					
5.		Cage for recycling	1					
6.		Labour - Employee on site	1					
7.		General waste collection and disposal services (twice weekly), 8 per month	288					

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Item No.	Site	Equipment Description other services	QTY	Unit Price	Monthly fee	Year 1	Year 2	Year 3
8.		Hazardous waste collection and disposal Quarterly	12					
9.		Operational Cost per month	36					
10.		On site, Confidential office documents destruction and disposal (recycle) equipment's included. (Destruction automatic equipment's)	36					
		SUB – TOTAL			R	R	R	R
		VAT 15%			R	R	R	R
		GRAND TOTAL			R	R	R	R

NB: Please note that consumables and equipment costs will be invoiced as a line item on what has been supplied to the AIDC as per the costing price table, only supplied items will be invoiced.

PRICING TABLE – 3

Site C: AIDC INCUBATION CENTRE AT FORD (FIC)

Item No.	Site	Equipment Description other services	QTY	Unit Price	Monthly fee	Year 1	Year 2	Year 3
1.	FIC	6 m³ skip bin with closing lid or net	1					
2.		3 m³ skip bin with closing lid or net	1					
3.		240L Color coded waste wheelie bins	5					
4.		Cage for recycling	1					
5.		Fluorescent tubes steel box	4					
6.		210L effluent drum and drip tray	1					
7.		210L drum for used cooking oil and drip tray	1					

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Item No.	Site	Equipment Description other services	QTY	Unit Price	Monthly fee	Year 1	Year 2	Year 3
8.		Labor - Employee on site	1					
9.		General waste collection and disposal services; 8 per month	288					
10.		Hazardous waste collection and disposal (Quarterly)	12					
11.		Empty effluent tank (Quarterly)	12					
12.		Collection and disposal of fluorescent tubes boxes (every 2 nd month)	18					
13.		On site, Confidential office documents destruction and disposal (recycle) equipment's included. (Destruction automatic equipment's)	36					
14.		Operational cost – per month	36					
15.		Collection of scrap material yearly	3					
		SUB – TOTAL			R	R	R	R
		VAT 15%			R	R	R	R
		GRAND TOTAL			R	R	R	R

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B1.

DECLARATION OF INTEREST

SBD 4

1. Any legal person, including persons employed by the state¹, 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. 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/her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 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.

¹State means:

- Any national or provincial department, national or provincial public entity or constitutional institution within the definition of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- Any municipality or municipal entity;
- Provincial legislature;
- National Assembly or the National Council of Provinces; or
- Parliament

²Shareholder 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 presently employed by the state. YES / NO

- 2.7.1 If so, furnish the following:
Name of person / director / trustee / shareholder/ member:

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.....
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:
.....
.....

2.7.2 If you are presently employed by the state, did you obtain
the appropriate authority to undertake remunerative.
work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid
document?

YES / NO

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

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

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

2.8 Did you or your spouse, or any of the company's directors /
trustees / shareholders / members or their spouses conduct.
business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have
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?

YES / NO

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,
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?

YES/NO?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders:

Full Name	Identity Number	Personal Tax Reference Number	State Employee No/ Persal No

4 Declaration

I, the undersigned (name)
certify that the information furnished 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

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MINIMUM DOCUMENTS REQUIRED

BID SUBMISSION REQUIREMENTS:

Technical & Financial 2 hard copies (1 original and 1 copy) and 1 soft copy.

Stage	Method of Evaluation	Criteria
Stage 1	Administrative Compliance	All administrative documents signed and submitted
Stage 2	Mandatory Compliance	All mandatory documents submitted
Stage 3	Functionality – Technical Evaluation Criteria	Minimum score of 70 points
Stage 4	Financial – Price & BBBEE	80/20 rule will apply

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1. Selection and Awarding of Agreement

This Bid will be evaluated through a four-stage process:

1.1. Administrative compliance criteria

Bidders must submit the following requirements below. Failure to submit will result in disqualification.

Minimum Documents required for this BID	Instructions for Bidder's Attention	Submitted (Yes /No)
SBD 1 (Invitation to Bid – and Bid Price Statement)	Must be duly completed and signed	
SBD 3 (Pricing Schedule)	Must be duly completed and signed	
SBD 4 (Declaration of Interest)	Must be duly completed and signed	
SBD 6.2 and Annex C	Must be duly completed and signed, only locally produced or locally produced goods which meet the stipulated minimum threshold for local production and content will be considered in line with the preferential procurement regulation 2017, regulation 8. The bidder must adhere to the following minimum threshold for local production and content requirements and submit the fully completed and signed SBD6.2 and Annexure C. Steel products and components for construction 100%, Wheely Bins 100%	
SBD 8 (Declaration of Service Provider's past Supply Chain Management Practices)	Must be duly completed and signed	
SBD 9 (Certificate of Independent Bid Determination)	Must be duly completed and signed	
Financial Standing - Submission <u>of any</u> of the following, must not be older than 3 months: ➤ Original letter from the bidder's appointed accountant <u>or</u> CEO/Managing Director certifying that the bidder is in a financially sound position and there are no significant uncertainties about its going concern and ability to pay its liabilities as they become due on the ordinal course of business, <u>or</u>	Please attach any of the 3 mentioned, failure of which will lead to disqualification.	

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➤ Original Bank Stamped Letter with at-least Bank Code A, B, C or D Rating.		
Joint Venture agreement (where applicable)	All administrative and compliance documents must be submitted for both companies on a Joint Venture.	
Sub-contracting agreements (where applicable)	Must be duly signed by both parties	

1.2. Mandatory criteria

Bidders must submit the following requirements below. Failure to submit will result in disqualification.

➤ Valid Certificate for waste transportation permit	Disqualified if not provided.
➤ Valid registration certificate for Landfill site for hazardous and general waste disposal.	Disqualified if not provided.

All bid responses that do not meet the mandatory requirements will be disqualified and will not be considered for further evaluation on Functionality.

2. Functionality Evaluation Stage

The minimum qualifying score for functionality is 70 points. All bids that fail to achieve the minimum qualifying score will not be considered for further evaluation on Price and preference points.

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FUNCTIONAL EVALUATION CRITERIA		Maximum Points	Minimum Points
DESCRIPTION	SPECIFICATION	100	70
PART A. Submission			
1.1 Company years of experience specifically to the waste management service. - Company years of experience specifically in waste management service. Bidders to indicate the years in which they have been rendering the services (this refers to the years in operation and not the year of company registration). Following documents should be submitted to support the claim of years: Only appointment letters or Purchase orders or SLA will be considered (Appointment letters or SLA must be signed by the clients. All documents to be on the client's letter head and must include period of service or commencement date). >4 years waste management service experience = 10 points 3 to 4 years' waste management service = 5 points < 3 years = 0 points		10	
1.2 Company Reference Letters in relation to working experience on waste management service quality. - Bidders to attach Reference Letters confirming the work that the bidder has executed or is currently executing. NB: Only signed reference letters which comply with the below listed requirements will be considered. a) Reference letter must be on the service provider's client Company Letterhead. b) Indicating type of services rendered. c) The rated level of service (good, satisfactory, excellent, etc.); - Five (5) reference letters = 25 points - Four (4) reference letters = 20 points - Three (3) reference letters = 15 points - Two (2) reference letters = 10 points - One (1) reference letters = 5 points		25	

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PART B: Capability		
Availability of trucks The service provider must demonstrate that they have the necessary capacity to provide the required service. Truck lease, Truck registration documents to be provided. 1 serviceable compactor truck with hydraulic lifting gear. = 5 Points 1 Suitable and licensed skip truck hydraulic lifting gear. = 4 Points 1 Suitable and licensed waste transport hydraulic lifting gear = 2 Points 1 x super sucker truck. = 2 Points 1x Letter signed by the company Accounting officer that service will not be interrupted due to non-availability of trucks and equipment's (on the company letter head) = 2 NB: Truck registration documents in the name of the bidder or the director of the company OR Lease agreement signed by both parties to the agreement of a current truck being leased for another project OR a letter of intent from the lessor on the letterhead of the lessor signed by the lessor AND the Truck registration documents in the name of the lessor.	15	
PART C: Capability		
Work schedule Plan The bidder must demonstrate that they understand the scope of work as indicated in the tender document by providing the AIDC with the work plan on how they will execute the work daily, weekly, monthly, quarterly, and yearly. provide AIDC with the project implementation and rollout plan for waste management services. Comprehensive proposal with plan for all 3 sites indicating: - Daily, weekly, monthly, quarterly, and yearly schedule for waste management, - Removal Container Vehicle per waste type - When equipment will be maintained and Plans for all 3 sites indicating, 3 of 3 points listed above demonstrated = 15 points 2 of 3 points listed above demonstrated = 10 points 1 of 3 points listed above demonstrated = 5points	15	

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Waste management statistics The bidder to submit a waste management statistics templates with data to demonstrate that they understand how to measure waste statistics. The statistics could be of the bidder's current service, i.e., various waste collected from site with volumes, various waste recycled from site with volumes. - Waste management statistics template with data submitted for general waste = 5 points - Waste management statistics template with data submitted for hazardous waste = 4 points - Waste management statistics template with data submitted for recyclable waste = 4 points - Waste management statistics template with data submitted for electronic waste = 2 points	15	
ISO 14001 Certification - Provide valid ISO 14001 Certificate = 10 points - ISO 14001 certificate not provided = 0 points	10	
Service provider offices to be in Tshwane area. Points will be allocated if any of the following proof of residence is provided (proof of physical business address or utility account (e.g., rates and taxes, water and/or electricity account or valid lease agreement signed by both parties) - Offices Located in Tshwane = 10 points - Offices Not located in Tshwane but in Gauteng = 5 points - Offices located outside Gauteng = 0 points	10	
Total score	100	70

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C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 SBD 6.1

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, bidders 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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Indication of the preference point system that will be used:

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor

1.4 The maximum points for this bid are allocated as follows:

	Points
Price	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

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 regarding preferences, in any manner required by the purchaser.

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2. Definitions

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“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.
- (c) **“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.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (e) **“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.
- (f) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts.
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status Level Certificate issued by an authorized body or person.
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice.
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (i) **“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.
- (j) **“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

The 80/20 preference point systems:

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Price of bid under consideration
$P_{\min}$	=	Price of lowest acceptable bid

4. Points awarded for B-BBEE Status Level of Contributor

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- 4.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. Bid declaration

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE Status Level of Contributor claimed in terms of paragraphs 1.4 and 4.1

B-BBEE Status Level of Contributor = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. Sub-Contracting

7.1 Will any portion of the contract be sub-contracted? **Yes / No**

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted? %
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE **EME / QSE**
- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
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		

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Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. Declaration regarding company/firm

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 Type of company/ firm (tick the applicable box):

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

8.5 Describe principal business activities:

.....

.....

.....

.....

8.6 Company classification (tick the applicable box):

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

8.7 Total number of years the company/firm has been in business:

8.8 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 1.4 and 6 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) 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:
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a

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result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, 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
- (e) forward the matter for criminal prosecution.

Witnesses 1. 2.	 Signature(s) of bidders(s) Date: Address:
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C3. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT SBD 6.2 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, bidders must study the General Conditions, Definitions and Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (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), Annex D (Imported Content Declaration: Supporting Schedule to Annex C) and Annex E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

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

$$LC = [1 - \frac{x}{y}] * 100$$

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 3.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

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- 1.6. A bid may be disqualified if this declaration certificate and Annex C of the South African Bureau of Standards (SABS) approved technical specification number SANS: 1286:2017 (Edition 1) (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. The stipulated minimum threshold(s) for local production and (refer to Annex A of SANS: 1286:2017 or http://www.dtic.gov.za/industrial_development/ip.jsp) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold.

Steel products and components for construction 100%

Wheely Bins 100%

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

Yes / No

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS: 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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LOCAL CONTENT DECLARATION
(REFER TO ANNEX B AND C OF SANS: 1286:2017)

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

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.

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

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- The facts contained herein are within my own personal knowledge.
- 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 SANS: 1286:2017; and
- The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS: 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS: 1286:2017	R
Stipulated minimum threshold for local content (paragraph 2 above)	
Local content %, as calculated in terms of SANS: 1286:2017	

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

The local content percentages for each product have been calculated using the formula given in clause 3 of SANS: 1286:2017, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

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- (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 SANS: 1286:2017.
- (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 SANS: 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

Signature: _____

Date: _____

Witness no. 1 _____

Date: _____

Witness no. 2 _____

Date: _____

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This document must be signed and submitted together with your bid.

C4. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME SBD 5

Introduction

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. Pillars of the program

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
- or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period this in total exceeds US\$10 million.
- or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
- or
- (d) Multiple suppliers of the same goods works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2. The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3. To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4. A period of seven years has been identified as the time frame within which to discharge the obligation.

2. Requirements of the department of trade and industry

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (Ten Million Rand), submit details of such contract to the DTI for reporting purposes.

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- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (Ten Million Rand) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1.(d) above.

3. Bid submission and contract reporting requirements of bidders and successful bidders (contractors)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1(d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (Ten Million Rand), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract
- Imported content of the contract, if possible

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at elias@thedti.gov.za for further details about the programme.

4. Process to satisfy the NIP obligation.

- 4.1 Once the successful bidder (contractor) has contacted and furnished the DTI with the information required the following steps will be followed:
- a) the contractor and the DTI will determine the NIP obligation.
 - b) the contractor and the DTI will sign the NIP obligation agreement.
 - c) the contractor will submit a performance guarantee to the DTI.
 - d) the contractor will submit a business concept for consideration and approval by the DTI.
 - e) upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts.
 - f) the contractor will implement the business plans; and
 - g) the contractor will submit bi-annual progress reports on approved plans to the DTI.

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- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid Number:	Closing Date:
Name of Bidder _____	
Postal Address _____	
Signature _____	Name (in print) _____
Date _____	

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D1. DECLARATION OF SERVICE PROVIDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

SBD 8

- 1 This form SBD 8 must be completed and submitted as part of the bid response by the service provider.
- 2 It serves as a declaration to be used by the AIDC in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any service provider may be disregarded if that service provider, or any of its directors have-
 - a. abused the institution's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the service provider or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/Accounting Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website, http://www.treasury.gov.za , and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars: 		
4.2	Is the service provider or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za), by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

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4.2.1	If so, furnish particulars:		
4.3	Was the service provider or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the service provider and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, the undersigned (full name), certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature

Date

Position

Name of Bidder

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D2.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging) ². Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

I, the undersigned, in submitting the accompanying bid:

(Bid number and description)

in response to the invitation for the bid made by:

(Name of institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of bidder)

1. I have read and I understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

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³ 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.

7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit a bid.
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bids invitation relates.
9. 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.
10. 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.

Signature

Date

Position

Name of Bidder

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E1. UNDERTAKINGS BY SERVICE PROVIDER IN RESPECT OF THIS BID

1. Definitions:

- 1.1 “**The Board**” means the accounting authority of **AIDC** appointed by the Shareholder, GGDA.
- 1.2 “**Chief Executive Officer**” [“CEO”] means the CEO of **AIDC** or her/his duly authorized representative as appointed by the Board in concurrence with GGDA.
- 1.3 “**Contract**” shall include any schedule, drawings, patterns, samples attached, any agreement entered into and all other schedules attached hereto.
- 1.4 “**Contractor(s)**” means service provider/s whose bid has been accepted by AIDC.
- 1.5 “**Cost of materials**” means, as and when applicable, the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 “**Final delivery certificate**” means the document issued by **AIDC** confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted.
- 1.7 “**GGDA**” means Gauteng Growth and Development Agency, the AIDC’s holding company.
- 1.8 “**Letter of acceptance**” means the written communication by **AIDC** to the Contractor recording the acceptance by **AIDC** of Contractor’s bid subject to the further terms and conditions to be itemized in the contract.
- 1.9 “**Local content**” means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic.
- 1.10 “**Local goods**” means goods wholly or partly produced or manufactured or assembled in the Republic.
- 1.11 “**AIDC**” shall mean **Supplier Park Development Company SOC Ltd T/A AIDC, which for the purposes of the tender will also act as the “employer”**.
- 1.12 “**Order(s)**” means an official letter or CONTRACT issued by **AIDC** calling for the supply of goods pursuant to a contract or bid.
- 1.13 “**Signature date**” and in relation to any contract, means the date of the letter of acceptance.
- 1.14 “**Bid**” means an offer to supply goods/services to **AIDC** at a price.
- 1.15 “**Service provider**” means any person or body corporate offering to supply goods to **AIDC**.
- 1.16 “**Termination date**” in relation to any contractor means the date of the final delivery certificate.
- 1.17 “**Value added**” means that portion of the bid price not constituting the cost of materials.
- 1.18 “**Warranties**” means collectively any, and all warranties listed and otherwise (if any) given by the service provider in term of this agreement.

2. Interpretation

- 2.1 In this agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates contrary:
 - An expression which denotes:
 - any gender includes the other gender.
 - a natural person includes an artificial or juristic person and vice versa.
 - the singular includes the plural and vice versa.

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- Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time.
 - When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day.
 - Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.
- 2.2 This bid request and any subsequent proposal and contract will be interpreted and dealt with under South African law.
- 3. **I hereby bid:**
 - 3.1 to supply all or any of the services described in this invitation to bid and any subsequently attached documents to **AIDC**.
 - 3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid).
 - 3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.
- 4. **I further agree that:**
 - 4.1 I hereby agree that the offer herein shall remain binding and receptive for acceptance by AIDC during the validity period indicated and determined from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
 - 4.2 the offer herein shall remain binding upon me and open for acceptance by **AIDC** during the validity period indicated and calculated from the closing time of the bid.
 - 4.3 this bid and its acceptance shall be subject to the terms and additions contained in the schedules hereto with which I am fully acquainted.
- 5. **Notwithstanding anything to the contrary:**
 - 5.1 should the bid be withdrawn by me within the period agreed such bid to remain open for acceptance or fail to fulfill the contract when called upon to do so, **AIDC** may, without prejudice to its other rights, agree to the withdrawal of the bid or cancel the contract that may have been entered into between me and **AIDC**.
 - 5.2 in such event, I shall then pay to **AIDC** any additional expense incurred by **AIDC** for having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid.
 - 5.3 **AIDC** shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me under this or any other bid or

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contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract.

- 5.4 Pending the ascertainment of the amount of such additional expenditure **AIDC** may retain such monies, guarantee or deposit as security for any loss **AIDC** may sustain, as determined hereunder, by reason of my/our default.
- 5.5 any legal proceedings arising from this bid may in all respects be launched or instituted against me and I hereby undertake to satisfy fully any sentence or judgment which may be obtained against me as a result of such legal proceedings and I hereby undertake to pay **AIDC** legal costs on an attorney and own client basis.
6. I have satisfied myself as to the correctness and validity of this bid, that the price and rates quoted cover all the work/items specified in the bid documents, the price and rate cover all obligations under a resulting contract and I hereby accept that any error regarding price and calculations shall be at my risk.
- 6.1 Notwithstanding the amount of cause of action involved, I hereby consent to the jurisdiction of the Magistrate Court for the District of Johannesburg in respect of any action whatever arising from this contract.
7. If the bid is accepted such acceptance may be communicated by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery.
8. The Service provider hereby offers to render all or any of the services described in the attached documents to AIDC on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
9. The law of the Republic of South Africa shall likewise govern any contract created by the acceptance of this bid.
10. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions defaulting on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare **participation/no participation** in the submission of any other offer for the supply/services described in the attached documents, and the other service provider(s) involved (if applicable) is:
12. Service provider's information - is as furnished elsewhere in this bid response and will be re-confirmed during the contracting process, in the event this bid is successful.
13. Bids submitted by companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.

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14. I furthermore confirm correctness and validity of the tender response, that the price and rates quoted, cover all works/items specified in the tender response documents, that the price and rates cover all obligations under a resulting contract and that any errors made regarding such are at my risk.
15. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

E2. GENERAL CONDITIONS OF CONTRACT (GCC)

The purpose of this Section E2 is to:

- Draw special attention to certain general conditions applicable to government bids, contracts and orders (**see attached Annexure A**).
- Ensure that suppliers be familiar with regard to the rights and obligations of all parties involved in doing business with **AIDC**.
- In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
- The General Conditions of Contract will form part of all bid and contract documents.
- Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful Service provider.

E3. SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Definitions

The terms shall be interpreted as indicated in the General Condition of Contract (Annexure A)

2. Application

- These SCC are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- Where applicable, SCC are also laid down to cover specific supplies, services or works.
- Where such SCC conflict with general conditions, the special conditions shall apply.

3. Standards

- The service rendered shall conform to the standards mentioned in the bidding documents and specifications.

4. Performance Security

- Within thirty (30) days of receipt of the notification of contract award, the successful service provider shall furnish to the client the performance security of the amount specified in SCC.
- The proceeds of the performance security shall be payable to the client as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the client and shall be in one of the following forms:

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4.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank. located in the client's country or abroad, acceptable to the client, in the form provided in the bidding documents or another form acceptable to the client; or

4.3.2 a cashier's or certified cheque

4.4 The performance security will be discharged by the client and returned to the service provider not later than thirty (30) days following the date of completion of the service provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

4.5 The performance security will be discharged by the client and returned to the service provider not later than thirty (30) days following the date of completion of the service provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

5. Insurance

5.1 The service rendered under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

6. Payment

6.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.

6.2 Monthly payment for the goods and services as per tender scope.

6.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.

6.4 It is the requirement of AIDC for the successful bidder to maintain a valid Tax Clearance Certificate and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax Clearance Certificate must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

7. Prices

7.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his / her bid, with the exception of any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

8. Assignment

8.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with AIDC's prior written consent.

8.2 AIDC on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

9. Penalties

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10.1 Without restricting the Client's rights in any way, should the performance standards not be adhered to, and the Client or its tenants suffer any financial loss as results of negligence, theft, vandalism, etc. such loss shall be recovered from the service provider.

10.2 The Client shall also be entitled to levy a penalty up to a maximum of 15% of the monthly contract price for any poor performance.

10.3 The above penalty will be applied on an escalating scale up to a maximum of 15% of the monthly contract price depending on the severity of the non-performance. The escalating scale will be provided to the service provider as an annexure to the SLA.

10. Subcontracts

10.1 The Service Provider shall not subcontract work without the prior written consent of AIDC.

10.2 Without restricting the Client's rights in any way, should the performance standards not be adhered to, and the Client or its tenants suffer any financial loss as results of negligence, theft, vandalism, etc. such loss shall be recovered from the service provider.

10.3 The Client shall also be entitled to levy a penalty up to a maximum of 10% of the monthly contract price for any poor performance.

10.4 The above penalty will be applied on an escalating scale up to a maximum of 10% of the monthly contract price depending on the severity of the non-performance. Escalating scale to be part of this tender document which will later be transferred in an SLA.

11. Early Termination

11.1 The AIDC can provide a 60-day notice period for earlier termination, if the AIDC needs to participate in a transversal contract from Treasury, DED or GGDA on an earlier date than this contract's end date.

I, the service provider, has read the above PARTS E1, E2, E3 and "General Condition of Contract" (Annexure A) and confirm that I/we fully understand and comprehend its meanings intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed aton this..... day of20...

Signature of service provider (same person as in PART A)

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ANNEXURE A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

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ANNEXURE B SHEQ SPECIFICATION

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ANNEXURE B

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EXECUTIVE SUMMARY

This specification document constitutes a generic, user-friendly specification for waste management contractors and / or implementers of a wide range of projects. The specification will be primarily for use during handling, and maintenance of waste management at SPDC t/a AIDC infrastructures. The express purpose of the document is to ensure that all projects are implemented within the ambit of sound Health Safety and Environmental standards and norms and to ensure that these standards are properly defined and contractually enforced. As such, the document outlines Health Safety and Environmental actions associated with the civil components of projects, which are considered pertinent to the proper Health Safety and Environmental management and control in terms of the legislation. In this respect, the document describes the various phases of a waste management or project and the specific deliverables, requirements and restrictions relevant for each phase.

ACRONYMS

SPDC t/a AIDC: Supplier Park Development Company trading as Automotive Industry Development Centre

ASP: Automotive Supplier Park

EH&SC: Environmental Health and Safety Coordinator

EIA: Environmental Impact Assessment

EM: Environmental Manager

EMP: Environmental Management Plan

EMS: Environmental Management System

FAA: Fire and Allied Association

IEM: Integrated Environmental Management

IMS: Integrated Management System

PM: Project Manager

RoD: Record of Decision

EA: Environmental Authorization

SABS: South African Bureau of Standards

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PC: Principal Contractor

OHSA: Occupational health and Safety Act

HCS: Hazardous chemical substances

HSP: Health and Safety plan

NFPA: National Fire Protection Association

SHE: Safety, health and environment

SPEC: Specification

COIDA: Compensation for Occupational Injury and Diseases Act

HIRAC: Hazard Identification, Risk Assessment and Controls

DIFR: Disabling Injury

Frequency Rate DISR:

Disabling Injury Severity Rate

PPE: Personal, protective Equipment

SACPCMP: South African council for project and construction management professions.

SACQSP: South African council for Quality surveying professions.

ECSA: Engineering councils of South African

SACAP: South African council for architectural professions

ECB: Electrical contractor's board

MSDS: Material safety data sheet

COC: Certificate of Compliance

SAQCC: South African Qualification Certification Council

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1. To ensure compliance with the requirements of the National Environmental Management Act (Act No. 107 Of 1998), Occupational health and safety Act (Act No. 85 of 1993) and Regulations including other applicable local bylaws.

2. Reference Documents but not limited to:

- (a) Integrated Environmental management series, Environmental Best Practice Specification: Construction 3rd Edition February 2005).
- (b) Occupational Health and Safety Act, (Act No. 85 of 1993).
- (c) Compensation for Occupational Injury and Diseases Act. (Act 130 of 1993) (d) Construction Regulations 2014 (Amendment).
- (e) South African National Standards (SANS), including SANS 60335-2-76
- (f) National Environmental Management Act, (Act No. 107 of 1998).
- (g) National Environmental Management Act: Waste Act (59 of 2008)
- (h) Integrated Management System:(OHSAS180012007(ISO45001:2018), ISO14001:2015, ISO9001:2015)
- (i) SABS: SANS 347and Annexures, SANS 10089:2010 (Applicable to this project)
- (j) National Disaster Management Act (57 of 2002)
- (k) Directions of recycling waste guidelines for COVID 19
- (l) Occupational health and safety directions for COVID 19
- (m) The South African Constitution (Act 108 of 1996)
- (n) Hazardous Substances Act (Act 5 of 1973)
- (o) Health Act (Act 63 of 1977)
- (p) Environment Conservation Act (Act 73 of 1989)
- (q) National Water Act (Act 36 of 1998)
- (r) The National Environmental Management Act (Act 107 of 1998)
- (s) Municipal Structures Act (Act 117 of 1998)
- (t) Municipal Systems Act (Act 32 of 2000)
- (u) Mineral and Petroleum Resources Development Act (Act 28 of 2002)
- (v) Air Quality Act (Act 39 of 2004)
- (w) National Environmental Management: Waste Act, 2008 (Act 59 of 2008)
- (x) National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014)

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3. Safety Health and Environment in Practice

(Project specific requirements, contractor to provide the AIDC with the following documentation:

1. Letter of Good Standing
2. Public Liability Insurance to the minimum value of R2 Million
3. Medicals of all employees
4. ID copies of all employees. (passport to include valid work permits)
5. Risk Assessments and Safe Working Procedures
6. Detailed Method Statement.
7. Certificate of hazardous waste (disposal)
8. Transporter waste certificate (hazardous and general waste)

Recycling services ,

- Any person who undertakes an activity involving reduction, reuse and recycling provide *for recycling and recovery products or components.*

Storage of waste

- Storage of waste any person who generates waste must takes steps to ensure that.
- the containers in which waste is stored are intact and not corroded or in other way rendered unfit for the safe storage of waste.
- adequate measures are taken to prevent spillages an accident.
- the waste cannot be blown away.
- nuisances such as odour, visual impacts and breeding of vectors do not rise.
- pollution of the environment is prevented.

Transportation of waste,

- any person transporting waste must take all reasonable steps to prevent any spillages, of waste or littering from a vehicle used to transport waste.
- where waste is transported for the purposes of disposal a person transporting the waste before offloading the waste from vehicle ensure that the facility the waste is transported to is authorized to receive the waste.
- where hazardous waste is transported for purposes other than disposal, the person transporting before offloading the waste from the vehicle ensures that the facility is authorized to receive such waste and should receive written confirmation that the waste has been accepted.

Disposal of waste,

- No person may dispose waste in or on any land, waterbody or any facility unless the disposal of that waste is authorized.

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- Dispose waste in a manner that is likely to cause pollution of the environment or harm to health.

COVID 19

Principal contractor to ensure that they comply with Disaster Management Act 57 of 2002 and all **COVID 19** Regulations to ensure safety of employees and AIDC.

The Principal contractor to provide AIDC with COVID 19 plan that i.e.: Risk assessments Screening , Procedures , Organogram , COVID 19 Policy , COVID 19 reporting process.

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Work Schedule Plan

No.	AIDC SITES	Gauteng Automotive Learning Centre	Removal Container	Vehicle	Schedule (Day, Week, Monthly, Quarterly, Yearly) Example – Thursdays every week.
1.	General Waste	Food Waste			
		Food containers (Foam plates, cups, etc.)			
		Packaging boxes and plastics			
		Toilet hand dry towels			
		Plastic containers and bottles			
		Cans			
		Papers (Office papers)			
		Broken Furniture			
	Estimated Weight generated per Month	2750 kg			
2.	Hazardous Waste	Worn Out PPE			
		Empty Paint Cans/Containers			
		Empty thinners cans/Containers			
		Used thinners liquid/Effluents			
		Grease cans			
		Used paint brushes			
		Other light bulbs			
		Oil containers			
		Oily rags			
		Spill kit contents			
3.	Metal scraps	Car parts			
		Broken metal furniture			
4.	Electronic waste	ICT Equipment's			

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No.	AIDC SITES	Automotive Supplier Park	Removal Container	Vehicle	Schedule (Day, Week, Monthly, Quarterly, Yearly) Example – Thursdays every week.
1.	General Waste	Food Waste			
		Food containers (Foam plates, cups, etc.)			
		Packaging boxes and plastics			
		Toilet hand dry towels			
		Plastic containers and bottles			
		Cans			
		Papers (Office papers)			
		Broken Furniture			
	Estimated Weight generated per Month	7150 kg			
2.	Hazardous Waste	Worn Out PPE			
		Empty Paint Cans/Containers			
		Empty thinners cans/Containers			
		Used thinners liquid/Effluents			
		Grease cans			
		Used paint brushes			
		Other light bulbs			
		Oil containers			
		Oily rags			
		Spill kit contents			
3.	Metal scraps	Car parts			
		Broken metal furniture			
4.	Electronic waste	ICT Equipment's			

No.	AIDC SITES	AIDC INCUBATION CENTRE AT FORD (FIC)	Removal Container	Vehicle	Schedule (Day, Week, Monthly, Quarterly, Yearly) Example – Thursdays every week.
1.	General Waste	Food Waste			
		Food containers (Foam plates, cups, etc.)			
		Packaging boxes and plastics			

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No.	AIDC SITES	AIDC INCUBATION CENTRE AT FORD (FIC)	Removal Container	Vehicle	Schedule (Day, Week, Monthly, Quarterly, Yearly) Example – Thursdays every week.
		Toilet hand dry towels			
		Plastic containers and bottles			
		Cans			
		Papers (Office papers)			
		Broken Furniture			
	Estimated Weight generated per Month	7150 kg			
2.	Hazardous Waste	Worn Out PPE			
		Empty Paint Cans/Containers			
		Empty thinners cans/Containers			
		Used thinners liquid/Effluents			
		Grease cans			
		Used paint brushes			
		Other light bulbs			
		Oil containers			
		Oily rags			
		Spill kit contents			
3.	Metal scraps	Car parts			
		Broken metal furniture			
4.	Electronic waste	ICT Equipment's			
5.	General Waste	Food Waste			
		Food containers (Foam plates, cups, etc.)			
		Packaging boxes and plastics			
		Toilet hand dry towels			
		Plastic containers and bottles			
		Cans			
		Papers (Office papers)			
		Broken Furniture			

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