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NOTICE TO BIDDERS

T26-07-25 REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A CATERING COMPANY TO PROVIDE CATERING SERVICES AT THE IDC HEAD OFFICE

All bidders are requested to note the following amendments:

PARAGRAPH 11 PAGE 7: RETURNABLE SCHEDULES

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

Schedule 1:

- Executive summary
- Annexure 2: ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS (section 1)

Schedule 2:

- Copy of Board Resolution, duly certified;
- Originally certified copy of ID document for the Company Representative;
- *Annexure 3 (Tax Compliance Requirements)* of this RFP document (duly completed and signed);
- *Annexure 4 (Bidders Disclosure)* of this RFP document (duly completed and signed);
- *Annexure 5: (Shareholders and Directors information)*
- Annexure 6: BEE Commitment Plan;
- Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.
- *Annexure 7 (Disclosure Statement)* of this RFP document (duly responded to);
- **Annexure 8 (Privacy & Protection of Personal Information)** of this RFP document (duly completed and signed, if applicable);
- Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

- **SECTION 4: ANNEXURES**

- Annexure 1: ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2
- Annexure 2: ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS (section 1)
- ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS
- ANNEXURE 4: BIDDER'S DISCLOSURE
- ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION
- ANNEXURE 6: BEE COMMITMENT PLAN
- ANNEXURE 7: DISCLOSURE STATEMENT
- ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

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

Schedule 3:

- Annexure 1: ANNEXURE 1: RESPONSE FORMAT FOR EVALUATION

Schedule 4:

- Price Proposal (response to Section 3 of this RFP document).

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

For more details or information, please contact Amelia Rawstorne on email:
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