



INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF MEDIA AGENCIES
PROVIDING 360 STRATEGY, PLANNING, BUYING AND IMPLEMENTATION.**

RFP NUMBER	T40-04-26
ISSUE DATE	17 JULY 2026
CLOSING DATE AND TIME	31 JULY 2026 AT 11:00 AM
TENDER VALIDITY PERIOD	120 DAYS FROM THE CLOSING DATE AND TIME
RESPONSES TO THIS RFP SHOULD ONLY BE FORWARDED TO:	https://idcza- my.sharepoint.com/:f/g/personal/moitlisim_idc_co_za/ IgCEr- QShIRCSZsYepv4agsVAbcMX3BF0MbNszfBkbP3mhs

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. ENQUIRIES

- 2.1. All communication and attempts to solicit information of any kind relative to this RFP should be submitted **in writing** to:

Name: Mr Fhulufhedzani Kone

Telephone Number: Office: +27 11 269 3565

Email address: FhulufhedzaniK@idc.co.za

- 2.2. Enquiries in relation to this RFP will not be entertained after on **27 July 2026**.
- 2.3. The enquiries will be consolidated, and IDC will issue one response, and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.
- 2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

- 3.1. Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

4. INSTRUCTIONS ON SUBMISSION OF BIDS

- 4.1. Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3. The closing date for the submission of bids is **31 July 2026 not later than 11:00 AM** (before midday). No late bids will be considered. Bids must only be sent to https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgCEr-QShIRCSZsYepv4aqsVAbcMX3BF0MbNszfBkbP3mhs. Bids sent to any other platform other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the IDC before the closing date and time in IDC's dedicated platform: https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgCEr-QShIRCSZsYepv4aqsVAbcMX3BF0MbNszfBkbP3mhs. Bids sent to any other platform other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the IDC before the closing date and time in IDC's dedicated platform: https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgCEr-QShIRCSZsYepv4aqsVAbcMX3BF0MbNszfBkbP3mhs.

- 4.4. Bidders are advised to submit / send its bid responses at least **30 minutes** before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's platform is configured to receive documents with sizes up to 50MB.
- 4.5. The IDC will not be held responsible for any of the following:
 - 4.5.1. bid responses sent to the incorrect email address;
 - 4.5.2. bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - 4.5.3. any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
 - 4.5.4. bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5. bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6. Only responses received via the specified email address will be considered.
- 4.7. Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic platform https://idcza-my.sharepoint.com/:f/g/personal/moitlisim_idc_co_za/IgCER-QShIRCSZsYepv4aqsVAbcMX3BF0MbNsZFbKbP3mhs by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8. Amended bids may be sent to the electronic platform https://idcza-my.sharepoint.com/:f/g/personal/moitlisim_idc_co_za/IgCER-QShIRCSZsYepv4aqsVAbcMX3BF0MbNsZFbKbP3mhs marked "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. PREPARATION OF BID RESPONSE

- 5.1. All the documentation submitted in response to this RFP must be in English.
- 5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3. Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.
- 5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor must not hold lower % of the contract value than **any** of the subcontractors.

6. SUPPLIER PERFORMANCE MANAGEMENT

- 6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.
- 6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

- 6.3.** Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC'S RIGHTS

- 8.1.** The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2.** The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and financially advantageous to the IDC.
- 8.3.** The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.4.** The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.5.** The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.6.** The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 8.7.** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

- 9.1.** By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2.** The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3.** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4.** The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated

in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5.** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6.** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. REASONS FOR DISQUALIFICATION

- 10.1.** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:
 - 10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and still remain non-compliant;
 - 10.1.2. bidder who submit incomplete information and documentation according to the requirements of this RFP document;
 - 10.1.3. bidder who submit information that is fraudulent, factually untrue, or inaccurate information;
 - 10.1.4. bidder who receive information not available to other potential bidders through fraudulent means;
 - 10.1.5. bidder who do not comply with any of the mandatory requirements as stipulated in the RFP document;
 - 10.1.6. bidder who fail to comply with POPIA requirements as listed herein and
 - 10.1.7. bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

11. RETURNABLE SCHEDULES

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

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

11.2. Schedule 1:

- 11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 11.2.2. Annexure 1 of this RFP document (duly completed and signed)

11.3. Schedule 2

- 11.3.1. Copy of Board Resolution, duly certified;
- 11.3.2. Originally certified copy of ID document for the Company Representative;
- 11.3.3. Annexure 2 of this RFP document (duly completed and signed);
- 11.3.4. Annexure 3 of this RFP document (duly completed and signed);
- 11.3.5. Annexure 4 of this RFP document (duly completed and signed);
- 11.3.6. Response to Annexure 6: BEE Commitment Plan;
- 11.3.7. 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.

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).

- 11.3.8. Annexure 7 of this RFP document (duly responded to);
- 11.3.9. Annexure 8 of this RFP document (duly completed and signed, if applicable);
- 11.3.10. 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.
- 11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

11.4. Schedule 3:

- 11.4.1. Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 11.4.2. Annexure 1 of this RFP document duly completed and signed.

11.5. 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)

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

12.1. Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.3 above.
- BEE Status Certification as referenced in 11.3.7 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
 - Section 3: Cost Proposal and Price Declaration Form.
 - Annexure 1: Acceptance of Bid Conditions.
 - Annexure 2: Tax Compliance Requirements.
 - Annexure 3: Bidder's Disclosure.
 - Annexure 4: Shareholders' Information/ Group Structure.
 - Annexure 5: Bidders Experience & Project Team.
 - Annexure 6: BEE Commitment Plan.
 - Annexure 7: Disclosure Statement.

- Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

Note: Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

12.2. Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

12.2.1. Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Note: Failure to comply with the Mandatory Functional Requirements assessed in this phase will lead to disqualification of bids.

12.2.2. Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Number	ELEMENT	WEIGHT
1	Bidder's Relevant Experience and Portfolio	15
2	Qualifications, Experience and Skills of Key Personnel	10
3	Media Strategy and Formulation Methodology	15
4	Media Buying Capacity	10
5	Media Tools (Analytics/Reporting/Buying)	10
	Subtotal	60
6	Case-study presentation and technical demonstration	40
TOTAL		100

Note: Bidders who score 42 points out of 60 points (70%) or more in total for the functional/technical requirements will be shortlisted for presentation.

All bids that fail to achieve the minimum overall qualifying score of 70 on functional/technical requirements including the presentation will not be considered for further evaluation on Price and Specific Goals.

12.3. Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS
	(80/20 system)
Black ownership ²	10
30% Black women ownership	5
Any % of ownership by Black Designated Groups ³	2
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	3
TOTAL POINTS	20

²Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system), and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system).

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women
- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes (“ESOPs”) with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

12.4. Phase 4: Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

12.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder’s disclosure (Refer to Annexure 7: Disclosure statement of this document).
- Concentration Risk: Over exposure to a single bidder.
- The bidder’s financial capability in relation to the execution of the contract.
- The bidder’s past performance in IDC contracts.

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

It is the IDC’s objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

- 1.1. Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2. Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. BACKGROUND INFORMATION

The Industrial Development Corporation (the IDC) is a self-financing, state-owned national development finance institution which provides financing to businesses (entrepreneurs) engaged in competitive industries and follows normal company policies and procedures in its operations.

The IDC is a multi-faceted corporation whose activities span across various sectors (10 sectors) of the economy.

Its role and mandate can be described to be: Catalysing industries, growing the economy, creating a competitive enterprise sector, improving livelihoods which remains our higher calling.

Our reason d’etre has been clearly articulated:



Our slogan is: ***Partnering you. Growing the economy. Developing Africa.***

The media context can be summarised as:

- Shrinking media budgets that necessitate the need for strategic and creative tactical solutions outside of traditional media.
- The IDC has both a corporate and sector/industry brand to present to the market in a consistent and complimentary manner.

- While we are a state-owned entity, we are self-funded and pay taxes and dividends to government as our shareholder - our funding for business people is sourced from borrowings/capital markets and own reserves. Thus, the need for financial sustainability and prudent planning and buying.
- Our regional footprint often gets neglected, yet is the heart of where business activity, stakeholders and engagement ought to happen.
- Our mandate also focuses on localisation, rural and peri-urban development and community empowerment – our media reach and engagement needs to keep this in mind.
- The diversity of our sectors, audiences, stakeholders and footprint needs to be reflected in the nuanced strategies developed.
- As a catalyser of industries, so should our media solutions embrace technology and reflect the kind of entrepreneurs and businesses we serve and desire to attract.

The media opportunity therefore translates into:

- Utilise strategic media opportunities to continuously lift the IDC role, highlight our services and tell our inclusive economic development / social impact stories.
- Strengthen our digital-first approach to maximise on budget and achieve quantifiable media ROI.
- Use performance marketing tools to bolster our traditional dealmaking/ pipeline development processes, by augmenting with digital lead generation strategies
- Invest in customer insights and data to develop segment specific media strategies (our priority segments: Black Industrialists, Women, Youth and peri-urban & rural communities, across the nine provinces).
- Explore non-traditional media platforms that allow us to reach our priority segments in a way that resonates with their business needs while embracing their consumer habits to inform targeting approaches.
- Introducing brand partnerships that allow for brand amplification in the market, leveraging synergies in audience / objectives / stakeholders

The need exists for a panel of media agencies, to drive media strategy, planning, buying and execution services in support of the IDC's business objectives. The agencies will be expected to partner strongly with the Through-The-Line (TTL) brand communication agency partners to deliver the IDC's core campaigns. Along with handling ad-hoc briefs in support of the IDC's Strategic Business Units and Regions' activities, stakeholder engagements, sponsorships and events support, IDC subsidiary/partner campaigns and tender advertising etc.

3. SCOPE OF WORK/TERMS OF REFERENCE

3.1. The Industrial Development Corporation (IDC) seeks to appoint a panel of media agencies to service various marketing and communication needs across the business. The appointed Service Providers will be required to provide the following services:

- Develop Through-The-Line (TTL) annual media strategies to support the branded house architecture - corporate brand' plus Strategic Business Units (SBUs);
- Develop media strategies and plans for tactical campaigns aligned to business projects with a strong, interactive digital bias;
- Provide annual (and ad-hoc) presentations of new media trends, innovations and opportunities aligned to the IDC brand
- Evaluation of ad hoc / tactical opportunities in the market;
- Build social media engagement strategies for an "Always On" presence;
- Elevate media tactics to incorporate AI and robotics in execution, audience

engagement and analytical functions

- Manage the selection and buying of media opportunities;
- Provide chase-lists to creative agencies;
- Continuous reporting on insights and competitive landscape reports on a quarterly basis
- Provide focused account and project management to the IDC;
- Provide strategic counsel to drive cost efficiencies with media owners
- Partner with the IDC's brand communication agencies, in building and delivering end-to-end campaigns
- Provide voucher copies or tear sheets for all executions;
- Provide post-campaign evaluations that reflect campaign-specific metrics and outcomes after each campaign executed
- Share media benchmarks as and when relevant

3.2. For fair, transparent and equitable work distribution, the following process guides our engagements. The IDC reserves the right to amend the engagement model to suit business requirements.

3.2.1. Strategy/ Campaign briefs

- All agencies represented on the panel are provided an opportunity to participate on all campaigns common to the IDC calendar, including new ones
- Appointment on projects is based on the briefing criteria such as strategic relevance, compelling insights, audience alignment, value for money and the elevation of traditional IDC channels and tactics

3.2.2. Ad-hoc urgent briefs

- The IDC reserves its discretion to issue direct briefs to a single agency partner, this is in the event of work that is of an urgent nature, or serves as a bolt-on to an already awarded piece of work to enable continuation or speed of execution where relevant

3.2.3. Allocation of work

- The IDC espouses the principle of rotation and a fair allocation of work
- Allocation of smaller once-off briefs will be subjected to agency partner capacity (the amount of IDC jobs on hand), billings at date of briefing and availability.

3.2.4. Monitoring and Performance Management

- Performance reviews will be conducted every six (6) months to ensure adherence to the SLA, while managing expectations on both sides of the partnership

3. PROJECT TIMELINES

The appointed service provider(s) will be required to start immediately after the award and provide the services for a period of three (3) years, subject to annual review of service provider's performance.

4. TECHNICAL EVALUATION CRITERIA

5.1. Technical Requirements

The service provider must indicate their compliance/non-compliance with the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1. Bidder's Relevant Experience and Portfolio	Comply	Partially Comply	Not Comply
The bidder must demonstrate experience in media strategy, planning and buying including placement services for clients. The bidder must provide a minimum of four (4) relevant contactable references of similar work (as per scope of this tender) done over the past five (5) year period. The four references provided must include the following: - 1 x Financial services client reference is compulsory (Commercial Banking/Insurance/Asset Managers/Investment/Development Funders etc.) The referenced institution must be a company that provides a tangible financial product or service, transacts with money (not only offers advice/consult/ regulates) and is licensed to do so - 1 x Public sector client reference is compulsory, preferably a state-owned entity or agency. The entity should operate nationally (not at municipality level) - 1 x IDC-serviced economic sector client reference is compulsory, this to demonstrate experience and familiarity to the IDC context - 1 x Client project (any industry) where a single billable project value was a minimum of R2 million (You will be required to reference the project and its invoiced value) Due to the nature and quantum of IDC media briefs, experience and size of projects handled by the bidder forms a part of the evaluation Please refer to Table (a) of Annexure 1 of this document for the format in which the required information must be provided.			
Substantiate / Comments			

5.1.2. Qualifications, Experience and Skills of Key Personnel	Comply	Partially Comply	Not Comply
The bidder's personnel for the proposed team must have relevant qualifications, skills, and experience in executing strategy and flow-plans for TTL media, including buying processes. The operational teams' profiles must demonstrate their respective proof of training on media tools/software- i.e. certificates /accreditation. The bidder must state the total number of fixed day-to-day resources to be allocated to the IDC account (personnel), and available to service projects. The team must include the following mandatory roles: • The Lead (Senior) Media Strategist must have a minimum of ten (10) years' experience in TTL strategy formulation, with experience that includes the financial services sector. • A Middleweight Strategist with a minimum of five (5) years' experience in media strategy and planning. • The Lead (Senior) Strategist and the Middleweight Strategist/s must have been permanent assigned resources or freelancers for a considerable period (minimum one year if freelancing) for the clients referenced and must have financial services experience. • A Digital Media Specialist with a minimum of three (3) years focused on digital-first strategies and experience with digital engagement tools including paid and non-paid media. The team is required to also have the following recommended roles: • Senior/Middleweight Planners and buyers with a minimum of five (5) years' experience. • An Account Manager with experience that spans across various sectors, for no less than five (5) years. The bidders must submit, as part of its proposal, the following: • The structure and composition of the proposed team and team leader, clearly outlining the main disciplines/specialties of key personnel responsible for each speciality. Please refer to Table (b) Annexure 1 of this document for the format in which the required information must be provided. • CVs of all key personnel; and the CVs must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. The CV must clearly reflect dates to correspond with each role. The CV is to be accompanied by certification/ accreditation documents for the media tools they are proficient in. The IDC reserves the right to undertake background checks on the supplied CVs to verify information provided.			

5.1.2. Qualifications, Experience and Skills of Key Personnel	Comply	Partially Comply	Not Comply
Substantiate / Comments			

5.1.3. Media Strategy and Formulation Methodology	Comply	Partially Comply	Not Comply
The bidder must provide as part of this proposal two (2) x samples of a 360 Media Strategy and its associated implementation plans developed for previous clients for an already launched proposition (not conceptual). Bidder must highlight the business brief/rationale and indicate the media strategy framework, standard approaches used to formulate effective and efficient planning covering a multi-channel approach (Radio, Television, Print, Out-Of-Home advertising, Digital and even Public Relations, etc. where relevant). The strategies should include insights on emerging trends and new media to reach the target audience profiled, to demonstrate innovation and relevance. The agency must have worked on the referenced project from inception (Receiving brief to execution and post campaign analysis). The provided samples should include the end-to-end work, including post-campaign reports. One (1) of the two (2) samples provided, must be for a financial services client and project.			
Substantiate / Comments			

5.1.4. Media Buying Capacity	Comply	Partially Comply	Not Comply
The bidder must have strong industry relationships and media buying capacity. The bidder must provide the following: Two (2) letters of good standing from mainstream media houses the IDC uses frequently, such as; - SABC - Primedia - Canal+ /DSTV Media Sales - Independent Media - Arena Holdings - Creamer Media At least one (1) of the media houses to be a broadcaster in South Africa. The letters should not be older than two (2) years, i.e not earlier than April 2024.			
Substantiate / Comments			

5.1.5. Media Tools (Analytics/Reporting/Buying)	Comply	Partially Comply	Not Comply
The bidder must have media software and licenses (examples: Telmar/Nielsen/Arianna etc.) to execute the strategy, insights, planning and buying activities. This cannot be in-house or own designed software. The bidder must provide proof of active licenses of the media software and systems used to undertake such insights, planning and buying activities by the business, which will be applicable for the full duration of the contract. A minimum of three (3) licenses/certification is to be provided - 1 x broadcast media tool (TV or Radio) - 1 x analytics and buying tool, specialising in SEO/Video/ AI-powered platforms - 1 x social media tool (excluding the common Google Analytics) The license active/registration date should pre-date 1 October 2025, should a renewal have been done recently in 2026, proof of a renewal process (not application) is required such as an invoice, email from service provider stating contract expiry and providing renewal information or process. Service providers will be required to verify active accounts with these tools on an annual basis.			
Substantiate / Comments			

5.1.6 Presentation and Brand Synergy with the Corporation	Weight
Shortlisted bidders will be required to provide a physical presentation to the IDC technical evaluation team. The presentation must cover but not limited to the following:	
• Introduction of the team (and respective backgrounds) proposed to work on the IDC account and profiles <i>*Full team to be present physically (unless excused for valid and urgent reasons)</i>	5
• Description of 1 x case study/ scenarios demonstrating TTL media solutions – cover the brief, its context and solution <i>*This case study must be an events-based media activation (must include a physical audience experience, not just the buying of media platforms)</i> Both these case studies may not be any of the submitted case studies in the technical round.	10
• Approach (methodology) followed to develop the strategy to support the objectives • Execution including campaign planning tools used and media plans generated • Success delivered for the client and how the performance was measured.	10
• A live demonstration of CRM tool/s used for pipeline and lead generation, and driving conversions for clients <i>*Bidders will be expected to log onto their laptops and demonstrate the system/s in a live environment</i>	5

5.1.6 Presentation and Brand Synergy with the Corporation	Weight
A walk through of one (1) campaign executed between 2024 and 2026 that leveraged new technology (such as AI, Chatbots, digital conversation), and demonstrates the agency’s understanding and experience with cutting edge media insights and tools	10

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

1. **NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).**

2. Are the rates quoted firm for the full period of the contract?

YES

NO

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4. Is the proposed bid price linked to the exchange rate?

Yes

No

If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:

5. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.

Comply

Not
Comply

6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction 02 of 2016/2017: Cost Containment Measures** which took effect from 01 January 2014, where relevant.

The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.

Comply

Not
Comply

Substantiate / Comments

7. COSTING MODEL

For comparison purposes, bidders will be engaged on an ad-hoc basis, aligned with the IDC's operational requirements. Due to the nature of this engagement, precise quantities cannot be confirmed in advance. However, for the purpose of evaluating bids, bidders are required to provide media placement costs based on the illustrative multi-media approach outlined below. These figures serve only as estimates; the context, industry, strategic objectives, season, quantities, and channel mix may vary on a case-by-case basis as required by the IDC.

Please note that the IDC reserves the right to formalise a vendor engagement model to ensure an equitable split and allocation of work among appointed vendors.

7.1. PRINT PUBLICATIONS

Media Type	Spec	Frequency		QTY	Rate card value per unit (VAT Excl.)	Total Cost (Unit cost x QTY) (VAT Excl.)
Sunday times *Main body	27 x 4 Full Page Full Colour	1 Sunday insertion quarterly	Year 1	4		
			Year 2	4		
			Year 3	4		
IOL (The Star)	27 x 4 Full Page Full Colour	1 Monday insertion, x 3 times per quarter	Year 1	12		
			Year 2	12		
			Year 3	12		
Business day	27 x 5 Full Page Full Colour	1 Wednesday insertion x 3 times per quarter	Year 1	12		
			Year 2	12		
			Year 3	12		
Mining Weekly & Engineering News & Mining Weekly.com	Mining Indaba Thought Leadership package	Includes 2 x advertorials, 1 x interview, 2 x FPFC advert, sponsored digital article and banners	Year 1	1	N/A	
			Year 2	1	N/A	
			Year 3	1	N/A	
Disbursements						
Sub-total (VAT Excl.)						
VAT (15%)						
Sub-total (VAT Incl.)						

7.2. RADIO STATIONS

Media Type	Spec	Slot		QTY (Slots)	Rate card value per unit (VAT Excl.)	Total Cost (Unit cost x QTY) (VAT Excl.)
702	30" generic ad flighted	Mon – Fri @ 6:00 – 9:00 ¹	Year 1	60		
			Year 2	60		
			Year 3	60		
SAFM	30" generic ad flighted	Mon – Fri @ 18:00 – 19:00 ²	Year 1	60		
			Year 2	60		
			Year 3	60		
Power FM	Outside Broadcast Partnership - 10min interview - 1 hour within show 15 x 30" recorded generic ad promos over 3 days 3 x 10" opening billboard 3 x 10" closing billboard Social media support x 3 days (pre/during/post) Loaded podcast	Power Breakfast @ 6:00 – 9:00 ³	Year 1	4		
			Year 2	4		
			Year 3	4		
Disbursements						
Sub-total (VAT Excl.)						
VAT (15%)						
Sub-total (VAT Incl.)						

Notes on pricing:

1. 702: The frequency is 1 spot per hour per day, 5 days a week in a quarter (4 campaigns in a year).
2. SAFM: 1 spot per hour per day, 5 days a week, over 12 months
3. POWER FM: 1 event campaign per quarter, multiplied by 4 per year (i.e. Manufacturing Indaba)

7.3. DIGITAL OUT-OF-HOME (DOOH): AIRPORT

Media Type	Spec	Frequency		QTY (Screens)	Rate card Price for a week 7 days; 1 spot per hour x 10 screens) (VAT Excl.)	Total Cost (Frequency x QTY) (VAT Excl.)
O.R Tambo Airport <i>* Bidder to select their own preferred media owner</i>	Baggage Claim	1-week (7 days), 1 spot per hour. Multiplied by 4 (1 campaign per quarter)	Year 1	10		
			Year 2	10		
			Year 3	10		
	Departures	1-week (7 days), 1 spot per hour. Multiplied by 4 (1 campaign per quarter)	Year 1	10		
			Year 2	10		
			Year 3	10		
King Shaka Airport <i>* Bidder to select their own preferred media owner</i>	Baggage Claim	1-week (7 days), 1 spot per hour. Multiplied by 4 (1 campaign per quarter)	Year 1	10		
			Year 2	10		
			Year 3	10		
Cape Town Airport <i>* Bidder to select their own preferred media owner</i>	Baggage Claim	1-week (7 days), 1 spot per hour. Multiplied by 4 (1 campaign per quarter)	Year 1	10		
			Year 2	10		
			Year 3	10		
Disbursements						
Sub-total (VAT Excl.)						
VAT (15%)						
Sub-total (VAT Incl.)						

7.4. TELEVISION

Media Type	Spec	Frequency		QTY (full campaign as per spec provided)	Rate card Price per unit (1 x campaign only) (VAT Excl.)	Total Cost (Unit cost x QTY) (VAT Excl.)
CNBC Africa Thought Leadership	20 x Promo spots 10 x Squeeze backs 1 x 60" promo vignette 1 x 1 hour live panel	1 package	Year 1	2		
			Year 2	2		

Media Type	Spec	Frequency		QTY (full campaign as per spec provided)	Rate card Price per unit (1 x campaign only) (VAT Excl.)	Total Cost (Unit cost x QTY) (VAT Excl.)
Profile Campaign	discussion Digital support and archiving		Year 3	2		
Disbursements						
Sub-total (VAT Excl.)						
VAT (15%)						
Sub-total (VAT Incl.)						

Total Bid Price (7.1 + 7.2 + 7.3 + 7.4) (VAT Incl.)	
--	--

Standard Agency Commission (%) chargeable on bookings	
This refers to the fee the bidder will charge the IDC for project work	

Note on pricing:

Disbursements refer to incidental expenses other than professional fees e.g. travel and accommodation, printing costs, etc. These must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T40-07-26**, the General Conditions, and all other Annexures to the RFP Document, we offer media 360 strategy, planning, buying and implementation for the IDC as specified in this RFP document.

R..... (Including VAT)

In words

R..... (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY
NAME

Tel No

Fax No

Cell No

SECTION 3: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____
Name of Bidder: _____
Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]

The bidder must provide the following information:

Table (a) Details of the bidder's experience in providing media buying services (please refer to Section 2 par 5.1.1):

Client Name and division where applicable	Industry	Description of service performed and extent of Bidder's responsibilities	Project period (Start and End Dates)	Total project value in Rands (Total billed over contract period excl. VAT)	Name, title (designation), telephone contact and business email address of the referenced client
FINANCIAL SERVICES					
PUBLIC SECTOR					
AN IDC-SERVICED SECTOR					
CROSS-CATEGORY (ANY SECTOR) *Project referenced must be > R2 million					

Table (b) Details of the bidder's proposed team (please refer to Section 2 par 5.1.2): (Bidders are encouraged to recreate this table in submission for ease of capturing information)

[illegible]

ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

Request for Proposal No: _____
Name of Bidder: _____
Authorised signatory: _____
Name of Authorised Signatory _____
Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Subcontractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	

Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found
not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without
consultation, communication, agreement, or arrangement with any competitor. However,
communication between partners in a joint venture or consortium² will not be construed as
collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or
arrangements with any competitor regarding the quality, quantity, specifications, prices,
including methods, factors or formulas used to calculate prices, market allocation, the
intention or decision to submit or not to submit the bid, bidding with the intention not to win
the bid and conditions or delivery particulars of the products or services to which this bid
invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,
directly or indirectly, to any competitor, prior to the date and time of the official bid opening
or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made
by the bidder with any official of the procuring institution in relation to this procurement
process prior to and during the bidding process except to provide clarification on the bid
submitted where so required by the institution; and the bidder was not involved in the drafting
of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat
any restrictive practices related to bids and contracts, bids that are suspicious will be
reported to the Competition Commission for investigation and possible imposition of
administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or
may be reported to the National Prosecuting Authority (NPA) for criminal investigation and
or may be restricted from conducting business with the public sector for a period not
exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act
No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2 Trust Information

With reference to point 8.6 IDC Rights, should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

Documents necessary to verify the Identity of a Trust	☐ Copy of trust deed or other founding document by which trust is created.
	☐ Letters of authority (as issued by the Master of the High Court)
	☐ Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust

3 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

4 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....

.....

Signature

.....
Position

.....
Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

ANNEXURE 7: DISCLOSURE STATEMENT

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award to any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
 - 2.1. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 2.2. any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.
4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY
NAME

Tel No

Fax No

Cell No

ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g. to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	Accountability The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	Processing Limitation The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	Purpose Specification All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	Further Processing Limitation Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐
5.	Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐
6.	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
7.	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

I, _____ (print name) hereby certify that the information, facts, and representations are correct and that I am duly authorized to sign on behalf of the company.

Name _____ of _____ Company/ _____ Entity:

Company/ _____ Entity _____ Registration _____ Number:

Company/ _____ Entity _____ VAT _____ Registration _____ Number:

Signature (Company/ Entity Representative)

Date