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Industrial Development Corporation

INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR QUOTE (RFQ) FOR

A SERVICE PROVIDER TO EVALUATE THE PERFORMANCE OF THE CONSTRUCTION BOOK AND PRODUCE A COMPREHENSIVE ANALYSIS REPORT FOR ISA

RFQ number	**RFQ26-06-122**
Issue date	**24 June 2026**
Closing date and time	**03 July 2026**
Tender validity period	**120 days**
Responses to this RFQ should ONLY be forwarded to:	**quotations@idc.co.za**
All responses must be sent to the mentioned e-mail address (quotations@idc.co.za) and late responses will not be considered.	

NB: All enquiries regarding this RFQ must be forwarded to the Procurement Specialist *ntombifikilem@idc.co.za* and muofhem@idc.co.za within *two (2) days* after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFQ.

SECTION 1: TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. IDC's standard terms and conditions of purchase shall apply to any subsequent purchase order. To view the IDC's standard terms and conditions of purchase, please visit our website on www.idc.co.za under "tenders" page.
2. No services must be rendered, or goods delivered before an official IDC Purchase Order form has been received.
3. Late and incomplete submissions (i.e., submissions which do not include relevant information for adjudication) will not be accepted.
4. Completion and signing of this RFQ template and input sheet.
5. **Tax clearance requirements:**
   It is the responsibility of the bidder to ensure that they are registered on the National Treasury Central Supplier database with a compliant Tax status.
6. **B-BBEE Requirements:**
   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).
7. **B-BBEE Improvement 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 ownership. 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 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 if they are successful in this bid process.
8. **Price**
   All prices must be quoted in South African Rand (ZAR) and MUST be firm for the RFQ validity period. Period of price validity must be explicitly stated.
9. **Reasons for disqualification**
   IDC reserves the right to disqualify any bidder which does any one or more of the following:
   - **9.1.** bidder whose Tax Status is non-compliant, after they have been notified accordingly and still remain non-compliant.
   - **9.2.** bidder who submitted incomplete information and documentation according to the requirements of this RFQ.
   - **9.3.** bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
   - **9.4.** bidder who received information not available to other vendors through fraudulent means; and/or
   - **9.5.** bidder who does not comply with any of the mandatory requirements as stipulated in the RFQ document.
   - **9.6.** bidder who submits the quotation/ proposal to any email other than quotations@idc.co.za.
   - **9.7.** bidder who fails to comply with POPIA requirements as listed herein; and
   - **9.8.** bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

10. IDC reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.

11. This RFQ is restricted to the intended recipients / bidders as invited by the IDC and should not be transferred to or shared with any other bidder or party. The IDC reserves the right to reject any response received from any bidder which was not invited by the IDC to participate in this process.

12. The IDC reserves the right to award this bid as a whole or in part.

13. 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.

14. 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.

15. The IDC reserves the right of final decision on the interpretation of its RFQ requirements and responses thereto.

16. The bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

Name of your Company (in block letters)	
Signature(s) of the Tenderer or assignee(s)	Date
Name of person signing (in block letters)	
Capacity	
Are you duly authorised to sign this Bid?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicilium citandi et executandi in the RSA (full street address) (in block letters)	

Contact person: _____

Telephone Number: _____. Cell phone Number: _____

e-mail: _____

<u>Important Note</u>: Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal their CSD supplier number below:

Supplier Number: MAAA_____

17. EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following parameters:

17.1. Initial Screening Process:

- During this phase, bid responses will be reviewed for purposes of assessing compliance with RFQ 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, 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.

17.2. Technical Evaluation Requirements

17.2.1. Mandatory Requirements

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

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

17.2.2. Functional/ Technical Requirements

With regard to the 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	30
2	Bidder's proposed Methodology & approach	30
3	Bidder's proposed project plan	10
4	Qualifications, Skills and experience of key personnel	30
TOTAL		**100**

Notes: The minimum qualifying score for functionality is *70%*. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Specific Goals.

17.3. 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**

[1]Specific 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**

[2]Black 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)

[3]Black 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

17.4. 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.

17.4.1. 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) and the IDC Compliance and Regulatory Affairs Department (CRAD) screening report.
- 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.

SECTION 2: TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

1. SPECIAL INSTRUCTIONS TO BIDDERS

1.1 Should a vendor have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify IDC Procurement within five (5) days after publication of the bid.

1.2 Bidders shall provide full and accurate answers to the questions posed in this 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. All documents as indicated must be supplied as part of the bid response.

2. PROJECT BACKGROUND AND OBJECTIVES

2.1. Background

2.1.1. Infrastructure South Africa (ISA) is a central government agency responsible for coordinating and driving the national infrastructure investment programme, with the intent of improving infrastructure investment and delivery. This is accomplished through, inter alia, the development and implementation of high-impact infrastructure projects. ISA derives its legal mandate from the Infrastructure Development Act (IDA). One of the aims of the IDA (Act 23 of 2014) is aimed at fast-tracking regulatory decision-making and speeding up the implementation processes of strategic infrastructure projects. Another critical aim pertinent to the development of this bid is the development and tracking of the infrastructure procurement pipeline. ISA implements its mandate in partnership with project owners.

2.1.2. In line with one of the IDA's priorities of pipeline reporting, the first edition of the Construction Book was published and announced by H.E President Cyril Ramaphosa at the annual Sustainable Infrastructure Development Symposium South Africa (2024) in March 2024. The Book contained 253 projects spanning several key sectors across the country and had a book value of R256b. The second edition followed in May 2025 containing 70 projects over a greater sectoral span and an even greater book value of R270b.

2.1.3. In this context, the Industrial Development Corporation (IDC), acting on behalf of Infrastructure South Africa (ISA), intends to appoint a suitably qualified and experienced service provider with demonstrated expertise across the built environment, financial analysis, economic analysis and publication disciplines to review and analyse the performance of the procurement pipeline of both Editions 1 and 2 of the Construction Book, then develop the Annual Performance Review of the Second Edition of the Construction Book**.** Copies of the Construction Book (both editions) are appended to the bid documentation and also available online on www.infrastructuresa.org.za

3. SCOPE OF WORK/ TERMS OF REFERENCE

3.1. Scope of Work Overview

The Service Provider shall undertake a comprehensive review of the infrastructure pipeline and associated projects contained in both the First and Second Editions of the Construction Book, including an assessment of their performance. The projects in both editions were primarily published as procurement-ready opportunities. The First Edition includes 253 projects across three sectors, while the Second Edition includes 70 projects across a broader sectoral base, with a total estimated value of approximately R270 billion. The review shall assess project progression, delivery performance, and developmental impact across both editions. At a minimum, the scope of work shall include:

i. Assessment of project management and delivery performance
ii. Evaluation of strategic and developmental impact (benefits realisation)
iii. Preparation of a comprehensive review report covering both editions

The final scope, structure, and report content will be approved by Infrastructure South Africa (ISA) following submission of proposals. Bidders are expected to apply professional judgement and technical expertise in refining this scope.

3.2. Detailed Scope of Work

3.2.1. Project Management and Delivery Performance

The Service Provider shall assess the efficiency and effectiveness of project delivery, including:

i. Schedule Performance:

- Determine whether procurement-ready projects were advertised to the market, and where not, provide reasons for non-publication.
- Assess whether contracts were awarded to qualifying contractors.
- Where contracts were not awarded, analyse reasons for non-appointment.
- For awarded projects, compare planned versus actual timelines, including milestone adherence and completion status.

ii. Cost Performance:

- Analyse budget adherence and cost variances.
- Evaluate expenditure patterns, including spend on preferred suppliers.
- Apply appropriate performance indicators (e.g. cost performance index) to identify overruns or efficiencies.

3.2.2. Strategic and Developmental Impact (Benefits Realisation)

The Service Provider shall evaluate the broader impact of projects and the construction sector, including:

i. Industry and Economic Context:

- Analyse procurement and implementation trends in the construction and engineering sectors over the past 24 months.
- Assess the contribution of the construction industry to GDP and economic growth.
- Identify macroeconomic factors affecting the sector.
- Provide a 3–5-year outlook for the infrastructure and construction industry.

ii. Impact Assessment of Projects:

- Strategic Alignment: Evaluate whether projects align with national priorities (e.g. NIP 2050) and deliver intended outcomes.
- Socio-economic Impact: Assess job creation, skills development, and local/regional economic benefits.
- Environmental Sustainability: Evaluate compliance with sustainability standards and environmental impact mitigation.

3.2.3. Compilation of the Review Report

The Service Provider shall produce a consolidated report covering both editions of the Construction Book. The report shall include, at minimum:

i. Executive Summary

- Summary of key findings and insights.
- Overview of pipeline progression from Edition 1 to Edition 2.
- Key achievements over the review period.
- Optional forewords from key stakeholders (e.g. Minister, ISA Head, CIDB CEO, CBE CEO).

ii. Pipeline Performance Analysis

- Evaluation of project pipeline performance across sectors.
- Verification and analysis of available data.
- Engagement with project sponsors to address data gaps.
- Aggregated reporting of project values by sector (no disclosure of individual project financials).
- Assessment of public and private sector performance, including municipalities.
- Comparison of budget allocations vs. expenditure.

iii. Project Profiles and Sector Highlights

- Profiles of selected projects that progressed from procurement to implementation.
- Assessment of their economic and community impact.
- Key project details including timelines, delivery status, and employment impact.
- Profiles of project sponsors and implementing agencies (where relevant).

iii. Challenges and Constraints

- Identification of factors limiting project pipeline execution (e.g. funding, capacity, governance).
- Analysis of reasons for non-disclosure of pipelines by certain stakeholders.
- Assessment of the distinction between planned, funded, and committed projects.
- Comparative review of regional (Africa) and global infrastructure pipeline performance, identifying trends and benchmarks.

iv. Recommendations and Outlook

- Assessment of likelihood of pipeline delivery against planned timelines (e.g. projects forecast for 2027).
- Identification of risks and mitigation strategies.
- Recommendations to improve:
  - Pipeline transparency and reporting frequency.
  - Project tracking and digital systems integration.
  - Participation by provincial and municipal project sponsors.

- Procurement and implementation accountability.
- Quality assurance and project selection criteria for future editions.

3.3. Deliverables and Additional Requirements

- The final report shall be submitted in a soft copy format.
- Infrastructure South Africa retains editing and ownership rights of the report.

3.4. ISA will provide the below items to the preferred bidder:

- Access to Construction Book Editions 1 and 2.
- Project-level data in spreadsheet format.
- Ongoing support for stakeholder engagement and data verification.

3.5. Deliverables timelines

The table below outlines the key objectives, deliverables and indicative timelines for the Construction Book Review, and has been structured to enable the efficient collection and analysis of data, effective stakeholder engagements and the formulation of a concise and accurate document delivered timeously in line with the organisation's planning cycle.

Deliverable	Description	Estimated date
Phase 1: Detailed first draft of the report	Interim dashboard showing implementation trends	August 2026
	Major bottlenecks identified and evaluated	
	Preliminary findings	
Phase 2: Final reviewed report	Portfolio and sector performance assessment	October 2026
	Delivery and progression analysis	
	Key implementation constraints	
	Comparative analysis (First and Second Editions)	
	Lessons Learned	
	Recommendations on future editions	

4. PROJECT TIMELINES

The appointed bidder will be required to start immediately after the appointment and complete the assignment within a period of five (5) months.

5. EVALUATION CRITERIA

5.1. Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to 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 EXPERIENCE	Comply	Partially Comply	Not Comply
The bidder must demonstrate relevant experience in analysis of the construction industry and economic data, report writing and publication. The bidder must provide three (3) references of projects undertaken in similar projects; a contactable reference must be given (name, designation, and relationship in the project, email, and telephone). If such information is not given, the reference shall be deemed to be invalid. Furthermore, the bidder must provide a minimum of two (2) links to previous reports or published journal articles related to projects of a similar nature. These references must demonstrate relevant experience and should be accessible for review. Refer to **Table (a) Annexure 1** of this document for the response format provided.			
Substantiate / Comments			

5.1.2 BIDDER'S PROPOSED METHODOLOGY AND APPROACH	Comply	Partially Comply	Not Comply
The bidder must submit a project-specific methodology demonstrating a clear, logical and coherent approach to delivering the scope of services set out in the Scope of work section **3.2.1. to 3.2.3.**			
Substantiate / Comments			

5.1.3 BIDDER'S PROPOSED PROJECT PLAN	Comply	Partially Comply	Not Comply
The bidder must submit a detailed project plan with estimated duration up to and including the delivery date of the Report. The project plan must be presented in the form of a High-Level Work Breakdown Structure (WBS), clearly aligned to the phases and/or deliverables described in the Terms of Reference. Any dependencies must be clearly stipulated. The proposed project plan will be evaluated for clarity, realism and alignment with the scope of work.			
Substantiate / Comments			

5.1.4 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
The bidder's personnel for the proposed team must have relevant skills, and experience in infrastructure analysis, reporting and publication. At a minimum, the following resources are required: **a) The Project Lead** must have either a Financial/Economic or Technical (Engineering) background, with a minimum of 7 years' experience. Relevant experience should include: ▪ Infrastructure economics and public sector or infrastructure finance ▪ Financial and economic analysis ▪ Policy analysis ▪ Data analysis and statistics **b) Data Analytics** with 5 years' experience construction analysis services, cost modelling, time cost correlation and productivity or performance metrics**.** **c) Stakeholder Engagement Specialist** with 5 years' experience in engaging public sector institutions, municipalities, and SOEs. Also has ability to conduct structured interviews and data verification exercises. **d)** Any other additional resources deemed necessary by the bidder. ***Bidders shall submit, as part of their proposal:*** • The structure and composition of the proposed team, clearly outlining the key personnel responsible for each specialty. Please refer to **Table (b) Annexure 1** of this document for the format in which the required information must be provided. • CVs of the 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.			
Substantiate / Comments			

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 (other) 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.	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		

6. COSTING MODEL

- Bidders are required to provide separate, itemised prices for each deliverable listed below.
- The IDC may appoint a bidder for one or more deliverables, subject to budget availability.
- Pricing for a deliverable does not imply entitlement to appointment for any other deliverable.

Activity/ Deliverable	Resource(s)*	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Part 1 – Project Management and Delivery Performance (Ref. to SOW 3.2.1)				
Schedule Performance				
Cost Performance				
			Disbursements (Part 1)	
			Sub-Total VAT excl. (Part 1)	
Part 2 – Strategic and Developmental Impact (Benefits Realisation) (Ref. to SOW 3.2.2)				
Industry and Economic Context				
Impact Assessment of Projects				
			Disbursements (Part 2)	
			Sub-Total VAT excl. (Part 2)	
Part 3 – Compilation of the Review Report (Ref. to SOW 3.2.3)				
Executive Summary				
Pipeline Performance Analysis				
Project Profiles and Sector Highlights				
Challenges and Constraints				
Recommendations and Outlook				
			Disbursements (Part 3)	
			Sub-Total VAT excl. (Part 3)	

Total Vat excl. (Part 1)	
Total Vat excl. (Part 2)	
Total Vat excl. (Part 3)	
VAT @ 15%	
Total Vat incl.	

6.1. Disbursements

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

Note on pricing:

- **The bidder's price must be inclusive of all costs associated with rendering the service and the price must be fixed for the period of the contract.**
- **Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, etc.) 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.

6.2. Summary of Costs

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	
Commencement Date	

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document, ***RFQ26-06-122*** the General Conditions, The Requirement and all other Annexures to the RFQ Document, we offer to A Service Provider To Evaluate The Performance Of The Construction Book And Produce A Comprehensive Analysis Report For ISA, at a total amount of:

R..... (Including VAT)

In words

R.....(Including VAT)

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Tender 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 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 tender.

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

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

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 RFQ document.]*

The bidder must provide the following information:

Table (a) Details of the bidder's current and experience To Evaluate The Performance Of The Construction Book And Produce A Comprehensive Analysis Report For ISA (please refer to par 5.1.1 of Section 2 of this RFP document):

Client' Name	Project description	Project Cost	Sector	Project period (Start Date)	Project period (End Date)	Description of service performed and extent of Bidder's responsibilities	Name, title, email address and telephone contact of client

Table (b) Details of the key personnel of the bidders' proposed team: (please refer to par 5.1.4 of Section 2 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

ANNEXURE 2 – SHAREHOLDERS' 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 the bid document.*]

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

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	Date
……..	…….
Position	Name of bidder

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 – BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE. 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 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.

Note: Bidders must attach the BEE commitment plan as annexure 3 of this document.

ANNEXURE 5 – 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 they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……..

…….

[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.

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……	……
Signature	Date
……	……
Position	Name of bidder

[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 6: DISCLOSURE STATEMENT

In terms of the tender condition 13, 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 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):
   - **2.1.** any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
   - **2.2.** any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
   - **2.3.** 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. If 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 RFQ 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 7: 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 their 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 their 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 ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	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 ☐
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 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