



Request for Proposal:

**APPOINTMENT OF AN ACCREDITED SERVICE
PROVIDER TO CONDUCT ISO 20000-1 AND ISO
27001 STANDARDS AUDITS FOR COEGA
DEVELOPMENT CORPORATION**

Contract N^o
CDC/58/25

Classification: Public

March 2025

Name of Bidder: _____

DOCUMENT INFORMATION SHEET

Type of Document : *Request for Proposal*

Document Number : *CDC-IRS-PLN-001-25*

Prepared by : *Phaphama Msimang*

Typed by : *Lwandile Gawulayo*

Business Unit : *ICT Research and Strategy*

Prepared for : *Bid Specification Committee*

Date of Issue : *March 2025*

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

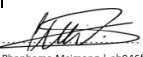
PROJECT NAME : Appointment of An Accredited Service Provider to Conduct ISO 20000-1 And ISO 27001 Standards Audits

DOCUMENT TITLE : Request for Proposal - Appointment of An Accredited Service Provider to Conduct ISO 20000-1 And ISO 27001 Standards Audits

DOCUMENT No. : CDC-IRS-PLN-001-25

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: March 2025	Name: Lwandile Gawulayo	Name: Phaphama Msimang	Name: Magama Makgamatho
	Signature:	Signature:	Signature:
	Digitally Signed by: Lwandile Gawulayo Business Process Analyst ba3364bc-4a3a-4b2e-b923-46156e095b27 IP Address: 10.0.71.31 Date: 2025/03/19 9:26:15 AM	 Phaphama Msimang eb946f0c-a5ed-445a -a2ec-8362bd9c7166 2025/03/19 9:27:41	Digitally Signed by: Magama Makgamatho Chief Knowledge and Digital Officer 63ecd500-0243-435a-88a1-5aab79bb2b12 IP Address: 10.0.99.131 Date: 2025/03/19 10:14:38 AM

Distribution:	Potential Bidders
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REVISION CHART

REVISION 1	Name:	Name:	Name:
	Lwandile Gawulayo	Phaphama Msimang	Magama Makgamatho
	Signature:	Signature:	Signature:
	Digitally Signed by: Lwandile Gawulayo Business Process Analyst ba3364bc-4a3a-4b2e-b923-46156e095b27 IP Address: 10.0.71.31 Date: 2025/03/19 9:26:15 AM	 Phaphama Msimang eb946f0c-a5ed-445a -a2ec-8362bd9c7166 2025/03/19 9:27:41	Digitally Signed by: Magama Makgamatho Chief Knowledge and Digital Officer 63ecd500-0243-435a-88a1-5aab79bb2b12 IP Address: 10.0.99.131 Date: 2025/03/19 10:14:38 AM

**REQUEST FOR PROPOSAL - APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO
CONDUCT ISO 20000-1 AND ISO 27001 STANDARDS AUDITS FOR COEGA DEVELOPMENT
CORPORATION**

CONTRACT NO: CDC/58/25

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders of the African continent. The CDC's vision is to be the leading catalyst for championing socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, and Local Government Departments and State-owned Entities, and technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.

INVITATION TO TENDER

The CDC invites capable and competent Service Providers to submit proposals to conduct ISO 20000-1 and ISO 27001 audits on the latest versions of the standards.

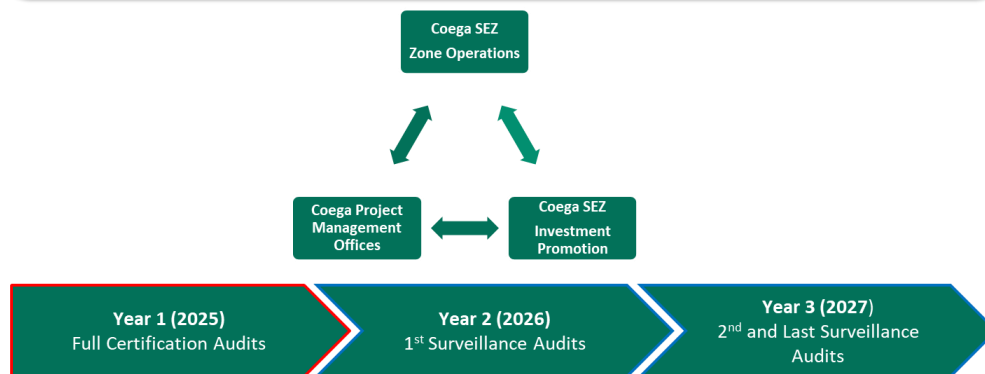
The work is spread over a period of 3 years as follows:

- (a) The first year is the full recertification audit.
- (b) The second year is the first surveillance audit.
- (c) The third year is the second and last surveillance audit.

The work is broken down as follows:

The work is spread over a period of 3 years for the audit and certification of the two ISO standards:

1. ISO/IEC 20000-1:2018 IT Service Management (ITSM)
2. ISO/IEC 27001:2022 Information Security Management System (ISMS)
 - A. Year 1: Full Certification/Recertification audit for both standards
 - B. Year 2: Surveillance Audit for both standards
 - C. Year 3: Surveillance Audit for both standards



EXPERTISE REQUIRED

The expertise required are as follows:

- (a) Ability to conduct certification audits for both the ISO 20000-1 and ISO 27001 standards.
- (b) Internationally recognise ISO accreditation; and
- (c) Auditing certifications for both ISO 20000-1 and ISO 27001 standards.

CRITICAL SUCCESS FACTORS

Below are factors that will determine whether a service provider has successfully executed and delivered the desired outcome.

Table1: Critical Success Factors

SUCCESS FACTOR	DEFINITION
Methodology	• Best practice ISO audit methodology • Outline of how each stage of the audit is executed
Quality	• High quality audit documentation and reporting • Audit plan/system adequately covering relevant key areas • Adherence to agreed audit timeframes • Effective and concise feedback/communication
Competency	• Audit industry knowledge • Technical knowledge of the ICT industry

CONDITIONS OF TENDER

- (a) Preference will be given to respondents who comply with the CDC's Procurement Policy & Procedures.
- (b) The following legislation shall apply:
- (i) Public Finance Management Act (PFMA) (Act No. 1 of 1999);
 - (ii) Preferential Procurement Policy Framework Act (PPPFA), 2000.
 - (iii) The Preferential Procurement Regulations 2022.
 - (iv) Disaster management act under applicable legislation
 - (v) National Treasury Regulations.
 - (vi) Occupational Health and Safety Act and Regulations Act (Act No. 85 of 1993);
 - (vii) Protection of Personal Information Act (Act No. 4 of 2013);
 - (viii) Promotion of Access to Information Act No. 2 of 2000
 - (ix) The National Qualifications Framework Amendment Act, (12 of 2019);
 - (x) The Skills Development Act, (97 of 1998)
 - (xi) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (xii) Broad Base Black Economic Empowerment -BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013) and

- (xiii) Any other regulations
- (c) The 80/20 preference point system will be used where points allocation will be as follows:
- Price – 80.00
 - Specific goals – 20.00
- (d) Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses.
- (e) Generic entities, along with QSEs that have less than 51% black shareholding, are required to submit a valid SANAS Accredited B-BBEE Verification Certificate, with the full applicable B-BBEE elements. QSEs with more than 51% black shareholding and all EMEs are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template or a CIPC BEE certificate. All Joint Ventures must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates /affidavits of their own entities.
- (f) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0...
- (g) The CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and South African Revenue Services (SARS) website. Prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- (h) Bidders must be Value Added Tax (VAT) registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the SARS as VAT vendors. The award of contract would be conditional pending the successful Bidder submitting proof of registration as a VAT vendor with SARS.
- (i) Prices must be projected for the project's duration of 3 years, including consumer price index (CPI) increases that will be incorporated in the Service level agreement (SLA). This must also be included in the pricing schedule.
- (j) Bidders must complete and sign the POPI Act Consent Form.
- (k) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and Bidders will be disqualified should they be found to be in contravention with the Regulations. If the Bidder has been granted permission by Treasury, the letter must be provided with the bid document.
- (l) The successful Bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act (Act No. 130 of 1993), and Disaster Management Act (Act No. 57 of 2002) and, all relevant legislations throughout the duration of the contract.

- (m) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Request for Proposal (RFP) Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (n) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission.
- (o) The tender validity period shall be **twelve (12) weeks** from the closing date.
- (p) Rates tendered will be subject to negotiation, not exceeding the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional service organization or regulatory body.

The RFP documents can be downloaded free of charge from the CDC Website: www.coega.co.za or National Treasury e-tender portal publication from **12h00** on **20 March 2025**. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages

A Compulsory briefing meeting will be held on site in person where representatives from the Coega Development Corporation will meet prospective Bidders. The meeting will be held on **Monday, 31 March 2025 at 10:00** at the following address: **Coega Dev Corporation, Business Centre, Corner Alcyon Road & Zibuko Street, Zone 1, Coega IDZ, Port Elizabeth, 6001**

Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: tenderscdc5825@coega.co.za between the period of **20 March 2025 to 23 April 2025** No new queries received after **23 April 2025** will be considered.

The closing date and time for the receipt of completed proposals is **Wednesday, 30 April 2025 at 12:00** at the reception desk of the **Coega Business Centre, Corner Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Gqeberha**.

One original completed bid document shall be placed in a sealed envelope clearly marked: **"CDC/58/25: REQUEST FOR PROPOSAL - APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000-1 AND ISO 27001 STANDARDS AUDITS FOR COEGA DEVELOPMENT CORPORATION"** Bids shall be placed in the tender box **at the Coega Business Centre, Corner Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Gqeberha**. Bids will not be opened to the public, and no late submission will be considered. Should a bidder prefer to use a Courier, the onus is on the bidder to make sure that the documents are received by the CDC on time.

Failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive. Telegraphic, telexed, facsimiled or e-mailed submissions will not be accepted.

No telephonic or any other form of communication relating to this Bid with any other CDC member of the staff, CDC Agent, client, or any other role players will be permitted other than Ms Zine Mtanda, Unit Head: Supply Chain Management. All enquiries regarding this bid must be in writing only and addressed to:

Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: tenderscdc5825@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

REQUEST FOR PROPOSAL

*(Appointment of an Accredited Service Provider to Conduct ISO 20000-1 and ISO 27001 Standards
Audits for Coega Development Corporation)*

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1. INTRODUCTION

The Coega Development Corporation (CDC) is a state-owned multi-services organisation based in Gqeberha, Eastern Cape, with satellite offices in different provinces. Its primary focus is on ensuring economic development.

The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP).

Further, the CDC focuses on building investor trust, increasing customer satisfaction and making the Coega SEZ a high-calibre competitive investment destination.

To build investor and customer trust, the CDC implemented the ISO 20000-1 IT Service Management and ISO 27001 Information Security management systems and completed certifications for the ISO 20000-1:2018 and ISO 27001:2022 versions of both standards.

Implementing Information Security and Service Management Systems is, among other factors, driven by the necessity of maintaining the confidentiality, integrity, and accessibility of information belonging to CDC customers and other interested parties.

2. SCOPE OF SERVICES

The CDC invites capable Service Providers to submit proposal(s) as single entities to conduct ISO 20000-1 and ISO 27001 Standards Audits.

The work is spread over a period of 3 years as follows:

- (a) The first year is the full recertification audit.
- (b) The second year is the first surveillance audit.
- (c) The third year is the second and last surveillance audit.

The scope of work is broken down as follows:

The work is spread over a period of 3 years for the audit and certification of the two ISO standards:

1. ISO/IEC 20000-1:2018 IT Service Management (ITSM)
2. ISO/IEC 27001:2022 Information Security Management System (ISMS)
 - A. Year 1: Full Certification/Recertification audit for both standards
 - B. Year 2: Surveillance Audit for both standards
 - C. Year 3: Surveillance Audit for both standards



2.1 Expertise Required

The expertise required are as follows:

- (a) Ability to conduct certification audits for the ISO 20000-1 and ISO 27001 standards.
- (b) Internationally recognise ISO accreditation; and
- (c) Auditing certifications for ISO 20000-1 and ISO 27001 standards.

2.2 Critical Success Factors

Below are factors that will determine whether a service provider has successfully executed and delivered the desired outcome.

Table 1: Critical Success Factors

Success Factor	Definition
Methodology	Best practice ISO audit methodology Outline of how each stage of the audit is executed
Quality	High quality audit documentation and reporting Audit plan/system adequately covering relevant key areas Adherence to agreed audit timeframes Effective and concise feedback/communication
Competency	- Audit industry knowledge - Technical knowledge of the ICT industry

3. BID EVALUATION CRITERIA ASSESSMENT

The bidders' submissions to this RFP will be assessed in five (5) stages, as indicated in Table 2 below.

Table 2: Stages and areas of assessment of bidders' submissions to this RFP.

Stage of Assessment	Area of Assessment	Requirements
Stage 1	Timeous Submission	- All the submissions must be received on time before the closing date and time reflected on the RFP Invitation (First page of this RFP Document). - Bids must be submitted in a sealed envelope clearly marked and bid document securely packed. Refer to Section 3.1
Stage 2	Responsiveness Assessment	Submissions will be considered as being non-responsive if the required documentation/information has: Not been provided or submitted partially complete;

Stage of Assessment	Area of Assessment	Requirements
		• Been altered and not initialled by the duly authorised person; • Correcting fluid used to alter some information; • Not meeting the mandatory requirements of this RFP Document; • Has not been signed by the duly authorised Bidder(s)' Representative. Refer to Section 3.2
Stage 3	Functionality Assessment	This is aimed at assessing if the Bidder(s) that have gone through the responsiveness Assessment in Stage 2; and will be further evaluated for functionality assessment. Refer to Section 3.3
Stage 4	Quantitative Assessment	This is aimed at assessing if the Bidder(s) that have gone through the Functionality Assessment in Stage 3; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s). Refer to Section 3.4
Stage 5	Qualitative Assessment	This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 4 pose any commercial risks. Refer to Section 3.5

3.1 Stage 1: Timeous Submissions

- a) All the bids must reach the CDC before the stated date and time of closure of this RFP Process.
- b) Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.
- c) No late submissions will be considered.

3.2 Stage 2: Responsiveness Assessment

In order for the bidder to be considered as being responsive and eligible for the next stage of assessment, it has to pass the Responsiveness Assessment Stage. This will be determined from the submitted bid and Returnable Documents meeting the mandatory requirements that are listed in Table 3 below.

If any of the items reflected in Table 2 are not furnished fully, filled in erasable ink, or not signed and initialled on each page by the duly authorised bidder's representative, then the submitted bid will be considered as null and void and shall be considered as non-responsive and will therefore not be assessed further.

Table 3: Responsiveness Assessment Mandatory

NO.	MANDATORY DOCUMENTS DESCRIPTION
1.	Completed and signed Invitation to Bid (SBD 1) ANNEXURE A: In bids where Joint Venture/Consortium are involved, each party must submit a separate CSD number on SBD1 .
2.	Completed and signed Certificate of Authority of signatory to be signed by all parties, and in case of a JV/Consortium the authority of Lead Partner to sign JV/Consortium documents to be signed by all parties in the JV (Where applicable). Proof of authority to sign may be submitted in a form of company resolution.
3.	Bidders must submit fully completed, priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink. Completed and signed Pricing Schedule.
4.	Completed and signed Bidder's Disclosure Form (SBD 4) ANNEXURE B: In case of a Joint Venture/Consortium, a separate Bidder's Disclosure Form in respect of each party to the Joint Venture must be completed and submitted.
5.	Signed Letter of Intent to enter into Joint Venture/Consortium. To be signed by all parties (Where applicable).

NO.	MANDATORY DOCUMENTS DESCRIPTION
6.	Authority of Lead Partner to sign Joint Venture/Consortium documents. To be signed by all parties in the JV (Where applicable).
7.	Bidders must complete and sign the Attendance Register for the mandatory briefing meeting. One delegate may not represent more than one prospective bidder in the briefing meeting.
8.	Submit proof of valid accreditation of an ISO 20000-1 from a reputable accreditation certification body.
9.	Submit proof of valid accreditation of an ISO 27001 from a reputable accreditation certification body.
10.	Submit ISO 20000-1 and ISO 27001 lead auditor certifications for the lead auditor. Submit ISO 20000-1 and ISO 27001 certifications for the supporting auditor.

NB: Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered “non-responsive”

Table 4: Additional requirements

ITEM NO.	DESCRIPTION
(1)	Generic entities, along with QSEs that have less than 51% black shareholding, are required to submit a valid SANAS Accredited B-BBEE Verification Certificate, with the full applicable B-BBEE elements. QSEs with more than 51% black shareholding and all EMEs are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template or a CIPC BEE certificate. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
(2)	Provide Information that covers the level of education, training and experience of the key personnel in the form of a CV. Please provide certified copies of qualifications with relevant experience to offer the required services.
(3)	Comprehensive Company Profile
(4)	Proposed methodology covering and demonstrating coherence of the: i. Work organisation programme with clear timelines, ii. Resource plan, including project organogram clearly identifies the team members and roles and responsibilities, iii. Methodology for executing the work.
(5)	Completed and signed POPIA Consent Form 9 (Annexure G)

(6)	Completed and signed Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations 2022.
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3.3 Stage 3: Functionality Assessment

Functionality criteria will be applied in accordance with the provisions attached to this Procurement Plan, as follows:

Table 5 (a): Functionality Criteria Score

	Functional Criteria	Maximum Points	Requirements from Bidders
1.	Methodology	40	- Outline the best practice audit methodology - Demonstrate a clear execution path and how each audit stage will be executed
2.	Experience	50	Provide a minimum of three (3) reference letters of completed ISO 20000-1 and 27001 audits within the past 5 years
3.	Local Based	10	Locally based service providers to submit proof of office establishment as evidence to demonstrate locality in the form of a title deed in the name of the bidder, municipal invoice in the name of its directors, lease agreement in the name of the bidder, municipal account in bidders name no older than 3 months, etc.

Table 5(b): Indicators for the Scoring of Functionality Criteria

#	Functionality criteria	Evaluation Indicators				
		No response (score 0 points)	Poor (25 points)	Satisfactory (50 points)	Good (75 points)	Very Good (100 points)
1.0	Methodology	Failed to provide information	The methodology does not align with the latest industry best practices.	The methodology aligns with the latest industry best practices but does not demonstrate a clear execution path.	Methodology aligns with the latest industry best practices and demonstrates a clear execution path.	Methodology aligns with the latest industry best practices and demonstrates a clear execution path, including integration paths with other ISO management systems.
2.0	Experience	Failed to provide information	Reference of 1 (one) completed audit for either of the 2 (two) standards within the past 7 years.	Reference of 1 (one) completed audit for each of the 2 (two) standards within the past 7 years.	Reference of 2 (two) completed audits for each of the 2 (two) standards within the past 7 years.	Reference of 3 (three) completed audits for each of the 2 (two) standards within the past 7 years.
3.0	Locality	Failed to provide information	Office establishment outside of South Africa.	Office establishment in South Africa	Office establishment in the Eastern Cape Province	Office establishment within the Nelson Mandela Bay Municipality.

Only tenderers that score a minimum threshold of 60 points out of a possible 100 points shall be considered further and evaluated in terms of the Price and B-BBEE scoring components of the project. Functionality criteria and score indicators are indicated below.

3.4 Stage 3: Quantitative Assessment

Bids that pass the responsiveness assessment Stage will be further evaluated on Price and Specific Goal. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goals.

Table 6: Preferential Scoring System

Area of Adjudication	Maximum Points
Tendered Price (SP)	80.00
Specific Goals (SE)	20.00
Total Points for Price and Specific Goals	100.00

PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price using the formula below:

$$Ps = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

PS = Points scored for comparative price of tender or offer under consideration.

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Table7:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level One Contributor	20	
Level Two Contributor	18	
Level Three Contributor	14	
Level Four Contributor	12	
Level Five Contributor	8	
Level Six Contributor	6	
Level Seven Contributor	4	
Level Eight Contributor	2	
Non-Complaints Contributor	0	

3.5 Stage 3: Qualitative Assessment

- a) A Qualitative Assessment will be conducted for all bidders that will pass the responsiveness assessment.
- b) Performance reports for the previous projects done internally and externally will be reviewed to mitigate the performance risks.
- c) Respondents will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion. This will be verified through Lexis Nexis and what has been disclosed on SBD4 form.
- d) Respondents will also be vetted as to whether they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.

4. DISQUALIFICATION

Respondents will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded if they are found to have conducted or committed any of the following:

- a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- c) The bidder has communicated with other members of CDC Members or CDC Agent about the contract other than the specified person;
- d) The bidder has misrepresented the information submitted;
- e) There is an evidence of Fraud, fronting, etc.;
- f) The bid document is faxed or emailed or not an original document;
- g) The bid document has been filled in pencil and /or has correcting fluid markings or not duly signed where changes are made;
- h) Poor past performance on previous projects (CDC and other); and
- i) Bidders appearing on the National Treasury's list of restricted suppliers.

5. COPYRIGHT

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

6. CONFIDENTIALITY AND MEDIA PROTOCOL

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Respondents to the media. In submitting a response, a Respondent agrees that it shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.

7. ANNEXURES

ANNEXURE A : SBD 1

ANNEXURE B : SBD 4

ANNEXURE C : Pricing Schedules

ANNEXURE D : Authority of signatory Form

ANNEXURE E : SBD 6.1

ANNEXURE F : Specific Goals

ANNEXURE G : POPIA Act

ANNEXURE H : Additional Documents.

ANNEXURE A:

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/58/25	CLOSING DATE:	30 April 2025	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR PROPOSAL - APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000-1 AND ISO 27001 STANDARDS AUDITS FOR COEGA DEVELOPMENT CORPORATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CDC Head Office, Corner Alcyon Road & Zibuko Street, Zone 1,					
Coega SEZ, Gqeberha.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Unit Head: Zine Mtanda		CONTACT PERSON	Zine Mtanda	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenderscdc5825@coega.co.za		E-MAIL ADDRESS	Tenderscdc5825@coega.co.	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
(i) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	(ii) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO			
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

ANNEXURE B:

SBD 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 interest¹ 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:

.....
.....

¹ the power, by one person or a group of persons holding most 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.

- 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

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.
- 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

ANNEXURE C – PRICING SCHEDULES

CDC/58/25 – APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000-1 AND ISO 27001 STANDARDS AUDITS FOR COEGA DEVELOPMENT CORPORATION

Table 8: Pricing schedules

Pricing						
ISO Standard	Period	Description	Quantity of Deliverables	Disbursements	Pricing (Excl. VAT)	Pricing (Incl. VAT)
ISO/IEC 20000-1	Year 1	Full Recertification Audit				
	Year 2	Surveillance Audit				
	Year 3	Surveillance Audit				
	Total					
ISO/IEC 27001	Year 1	Full Recertification Audit				
	Year 2	Surveillance Audit				
	Year 3	Surveillance Audit				
	Total					
	GRAND TOTAL					

**** A 15% contingency is intended for unforeseen ISO deliverables, such as transitioning to newer versions of ISO standards and training. It may only be utilised upon obtaining formal approval from the Coega Development Corporation (CDC) project manager.***

Bidders Signature:Date:

I/We the undersigned hereby confirm that the rates supplied above includes travelling to and from site and that no kilometre charges can be done separately in response to this quotation to the Coega Development Corporation .The rates on section A above includes the administration cost by the service provider such as to meet the minimum requirements for invoices, the equipment to provide services highlighted in the document and includes consumables.

ANNEXURE D – AUTHORITY OF SIGNATORY FORM

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Sole Proprietor	D Close Corporation

A. Certificate for Company

I,, chairperson

of the board of,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20....., Mr/Ms

acting in the capacity of, was authorised to sign all documents in connection with this tender for Contract Number. **CDC/58/25** and any contract resulting from it on behalf of the company.

As witnesses:

1.

Chairman:

2.

Date:

B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as

....., hereby authorise

Mr/Ms
acting in the capacity of

....., to sign all documents in connection with this tender for

Contract No **CDC/58/25** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms, authorised signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No **CDC/58/25** and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

D. Certificate for Sole Proprietor

I,, hereby confirm that I am

the sole owner of the business trading as

As witnesses:

1. Sole Owner:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....
hereby authorise Mr/Ms

acting in the capacity of, to
sign all to sign all documents in connection with this tender for Contract No **CDC/58/25** and any contract
resulting from it on our behalf.

Name	Address	Signature	Date

--	--	--	--

Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.

ANNEXURE E – SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level One Contributor	20	
Level Two Contributor	18	
Level Three Contributor	14	
Level Four Contributor	12	
Level Five Contributor	8	
Level Six Contributor	6	
Level Seven Contributor	4	

Level Eight Contributor	2	
Non-Complaints Contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

ANNEXURE F – BBBEE AFFIDAVIT TEMPLATES

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE ICT SECTOR

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

- I hereby declare under Oath that:
 - The Enterprise is _____ % Black Owned as per Statement AICT 100,
 - The Enterprise is _____ % Black Woman Owned as per Statement AICT 100,
 - The Enterprise is _____ % Black Designated Group Owned as per Statement AICT 100
 - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, **(DD/MM/YYYY)** the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

2. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

SWORN AFFIDAVIT – B-BBEE ICT QUALIFYING SMALL ENTERPRISE

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
VAT Number	
Nature of Business	
Enterprise Address	

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013

"Black People" is a generic term which means Africans, Coloureds and Indians –

- (a) Who are citizens of the Republic of South Africa by birth or descent; or
- (b) Who became citizens of the Republic of South Africa by naturalization
 - i. Before 27 April 1994; or
 - ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
- The Enterprise is _____% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
- I hereby confirm the above ownership was achieved using the flow through principle.

Definition of "Black Designated Groups"

Black designated groups: Means

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution
- b) Black people who are youth as defined in the National Youth Commission Act of 1996
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act
- d) Black people living in rural and under-developed areas
- e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;

- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, **(DD/MM/YYYY)** the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from date signed by the commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

ANNEXURE G

PROTECTION OF PERSONAL INFORMATION: CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
 - (a) They process the information only for the express purpose for which it was obtained.

-
- (b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
 - (c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
 - (d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
 - (e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
 - (f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations:
- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
 - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
 - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
 - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CD

On behalf of the Bidder:

.....	
Signature	Date
.....	
Position	Name of the Bidder

On behalf of the Client:

.....	
Signature	Date
.....	
Position	Name of Client Representation

ANNEXURE H – ADDITIONAL DOCUMENTS

- 1. Company Registration documents (Biz Portal).**
- 2. Company Profile.**
- 3. CSD Report**

End of document