



T21-07-25

**REQUEST FOR PROPOSAL FOR THE
PROVISION OF ELECTRICAL
MAINTENANCE SERVICES AT IDC
HEAD OFFICE**

COMPULSORY BRIEFING SESSION

DATE: 08 August 2025 AT 11:00 AM

**VENUE: IDC HEAD OFFICE 19 FREDMAN
DRIVE SANDOWN, SANDTON**

BID CLOSING DATE:

18 August 2025 AT 11:00 AM

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

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

2. ENQUIRIES

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

Name: Mr Hleketa Hlongwane

Telephone Number: Office: +27 11 269 3032

Email address: hleketah@idc.co.za

- 2.2. Enquiries in relation to this RFP will not be entertained after 16h00 on 06 August 2025.
- 2.3. The enquiries will be consolidated, and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.
- 2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

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

4. INSTRUCTIONS ON SUBMISSION OF BIDS

- 4.1. Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3. The closing date for the submission of bids is **18 August 2025** not later than **11:00 AM** (before midday). No late bids will be considered. Bids must only be sent to https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/EuXLrPrMnBJPjWgbVS-wWtUBCg583vTZPZ9iD8gg4lqzig
- 4.4. . Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the IDC before the closing date and time in IDC's dedicated platform https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/EuXLrPrMnBJPjWgbVS-wWtUBCg583vTZPZ9iD8gg4lqzig
- 4.5. Bidders are advised to submit / send its bid responses at least **30 minutes** before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.6. The IDC will not be held responsible for any of the following:
- 4.6.1. bid responses sent to the incorrect email address;

- 4.6.2. bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
- 4.6.3. any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
- 4.6.4. bid responses received late due to any IT network related congestions and/or technical challenges; and
- 4.6.5. bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.7. Only responses received via the specified email address will be considered.
- 4.8. Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic platform https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/EuXLrPrMnBJPjWgbVS-wWtUBCg583vTZPZ9iD8gg4lqzig
- 4.9. by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.10. Amended bids may be sent to the electronic platform https://idcza-my.sharepoint.com/:f/g/personal/tinys_idc_co_za/EuXLrPrMnBJPjWgbVS-wWtUBCg583vTZPZ9iD8gg4lqzig
- 4.11. **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. PREPARATION OF BID RESPONSE

- 5.1. All the documentation submitted in response to this RFP must be in English.
- 5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3. Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.
- 5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor **must** hold the highest percentage allocation in terms of the value of the contract.

6. SUPPLIER PERFORMANCE MANAGEMENT

- 6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.
- 6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.
- 6.3. Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

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

8. IDC'S RIGHTS

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

9. UNDERTAKINGS BY THE BIDDER

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

- 9.6.** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. REASONS FOR DISQUALIFICATION

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

11. RETURNABLE SCHEDULES

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

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

11.2. Schedule 1:

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

11.3. Schedule 2

- 11.3.1. Copy of Board Resolution, duly certified;
- 11.3.2. Originally certified copy of ID document for the Company Representative;
- 11.3.3. Annexure 2 of this RFP document (duly completed and signed);
- 11.3.4. Annexure 3 of this RFP document (duly completed and signed);
- 11.3.5. Annexure 4 of this RFP document (duly completed and signed);
- 11.3.6. Response to Annexure 6: BEE Commitment Plan;
- 11.3.7. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

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

- 11.3.8. Annexure 7 of this RFP document (duly responded to);

- 11.3.9. Annexure 8 of this RFP document (duly completed and signed, if applicable);
- 11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.
- 11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

11.4. Schedule 3:

- 11.4.1. Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 11.4.2. Annexure 5 of this RFP document duly completed and signed.

11.5. Schedule 4: Price Proposal (response to Section 3 of this RFP document).

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

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

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

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.3 above.
- BEE Status Certification as referenced in 11.3.7 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
 - Section 3: Cost Proposal and Price Declaration Form.
 - Annexure 1: Acceptance of Bid Conditions.
 - Annexure 2: Tax Compliance Requirements.
 - Annexure 3: Bidder's Disclosure.
 - Annexure 4: Shareholders' Information/ Group Structure.
 - Annexure 5: Bidders Experience & Project Team.
 - Annexure 6: BEE Commitment Plan.
 - Annexure 7: Disclosure Statement.
 - Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

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

12.2. Phase 2: Mandatory / Technical Requirements Evaluation

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

12.2.1. Mandatory / Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional

Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

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

12.2.2. Technical Requirements Evaluation

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

ELEMENT	WEIGHT
Bidder's Relevant Experience	35%
Experience, Skills and Qualifications of the key personnel of the electrical Team	30%
Implementation methodology	35%
TOTAL	100%

Note: 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.

12.3. Phase 3: Preference Point System

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

CRITERIA	POINTS
Price	80
Specific Goals ¹	20
TOTAL	100

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

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

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

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

Important Note: Only enterprises with direct Black shareholding that fall under the four categories below will 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; and
- Employee Share Ownership Programmes ("ESOPs") with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups.

12.4. Phase 4: Objective Criteria

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

12.4.1. Objective Criteria are:

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

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

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

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

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

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

2. BACKGROUND INFORMATION

The IDC, at its Head Office in Sandton, is divided into 2 buildings namely IDC 1 and IDC 2. IDC1 consists of a training Centre which houses the canteen, and five blocks namely A, B, C, D and E. Block E has 2 parking Levels.

IDC 2 consists of 3 floors and 2 parking levels. The floors consist of open plan office space, meeting rooms, kitchens and toilet areas. Each building has a dedicated server room. The two buildings have electrical installations which require routine maintenance. The IDC therefore seeks to appoint a capable electrical contractor to provide maintenance (preventative and reactive) on the entire electrical installations in the two buildings.

3. SCOPE OF WORK/TERMS OF REFERENCE

The successful service provider will be responsible for the Electrical Maintenance at the IDC Head Office in Sandton. The scope of work will include but shall not be limited to the following:

3.1 Preventative Maintenance

- The Service Provider shall perform Maintenance and part replacement in accordance with the Manufacturers' recommendations and in accordance with good maintenance practice to ensure continued operation of the IDC and Compliance with the Maximum Equipment Downtimes.
- The Service Provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the IDC.
- Preventive Maintenance shall comply with the Maintenance Specific Activity Schedules contained in this Specification.
- The Service Provider shall arrange with the IDC and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing Preventive Maintenance.
- In the event of emergency repairs having to be carried out, the need for such repairs shall be reported immediately to the IDC for further instructions.
- The Service Provider shall furnish a report to the IDC detailing the date and time of the failure, the reason for the failure, date and time when corrective action was

completed, details of corrective action taken, and results of any post maintenance testing performed to ensure satisfactory operation.

3.2 Contractor's Responsibility

- The Service Provider shall draw up the necessary Job Cards from the Maintenance Programme, or in response to emergency call outs, or equipment failure, and hand the completed cards to the IDC for verification and acceptance that the work has been duly executed.
- Obtaining and recording of quotations for materials or equipment, selecting the most competitive supplier, obtaining approval from the client before placing orders.
- Record complaints' date, time and details, and details of the faults detected, and corrective action taken.
- Provide and maintain an up-to-date equipment inventory.
- Implement a system whereby each item of equipment's history of maintenance and repairs are always recorded and retrievable.

3.3 Call Outs

- The Service Provider shall have a 24/7/365 callout facility.
- The maximum period within which the Contractor must respond to an emergency call is two (2) hours from notification.
- The Service Provider shall ensure that standby arrangements for emergency call outs are always in place.
- A call-out list with technicians' names and numbers must be provided to the IDC as soon as the Contractor starts work on site.

3.4 Maintenance Staff

- The Service Provider shall employ and manage all Maintenance Staff to ensure timely and efficient execution of the Works with minimum interruption to the Employer.
- Technicians and/or any other staff members working at the IDC must be issued with safety clothing and relevant Personal Protective Equipment (PPE) with the company's name clearly visible.
- Maintenance Staff must be fully trained to:
 -  Perform the maintenance services;
 -  Do fault finding; and
 -  Capable of doing repairs on all the equipment.
- All Nominated, Selected and Direct Sub-contractors shall be deemed to be employees of the Contractor.

3.5 Meetings

The Service Provider shall attend monthly Service Level Agreement (SLA) review and maintenance co-ordination meetings, and any other meetings as called for by the IDC.

3.6 Responsibility of the IDC

- Implement trouble diagnosis on occurrence of fault(s), logging in logbook and reporting to Service Provider by both telephone and E-Mail.
- Provide safe, prompt and reasonable access to the Service Provider for maintenance activities, as well as use of all necessary facilities.
- Sign off the Service Provider job cards to certify that work has been done by the Service Provider, but not accepting responsibility for the quality and adequacy of the work performed.
- Brief the Service Provider on general housekeeping rules.
- Approve quotations submitted by the Service Provider for spares and materials.

3.7 The Appointed Contractor shall ensure the following:

- The safety of users of the equipment;
- All regulations as per the Occupational, Health and Safety (OHS) act are adhered to;
- The accuracy and reliability of the equipment performance;
- That Preventative Maintenance is always carried out;
- The equipment and associated spaces are always kept clean and presentable; and
- The Maintenance is carried out in a programmed sequence in accordance with the Maintenance Programme, to protect the IDC's Investment.

3.8 Maintenance Programme

- All required maintenance activities for the duration of the contract shall be performed within the required time limits as per the Maintenance Schedule and within the contractual period.
- The frequency of maintenance activities shall be in accordance with the Maintenance Schedule.
- The Maintenance Programme shall be in the format as indicated by the IDC.
- In the event of any delays against the programme the Service Provider shall expedite the Maintenance work to make up for any delays.
- The Service Provider shall deploy sufficient staff on the contract to ensure completion of the Works within the programme and within normal working hours.
- Normal working hours will be from 08H00 to 16H30 Monday to Friday excluding Weekends and Public Holidays.

3.9 Maintenance Service Schedules

Below is the maintenance service schedule that the appointed Service Provider will need to comply with when providing this service.

3.10 Service Conditions

The successful bidder will be required to enter into a Service Level Agreement with the IDC which Agreement will cover, but not limited to, the following terms and conditions:

3.10.1 Insurance Requirements

The bidder must, at his own expense, have adequate insurance cover against any claims, costs, losses and/or damages ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance must be handed to IDC upon commencement of the service. Below are the minimum cover amounts that will be required:

Risk Insurance description	Insurance Cover
Theft & Malicious Damage	R 50 000.00
Surrounding Property Limit	R 500 000.00
Claims Preparation Costs	R 10 000.00
Public Liability Limit	R 5 000 000.00
Contractors All Risk Insurance	R600 000.00

Important Note: The appointed Service Provider will be required to provide a Safety File on appointment.

MAINTENANCE SERVICE SCHEDULES – 1

MAINTENANCE SCHEDULE MEDIUM VOLTAGE (MV) EQUIPMENT			
ITEM	DESCRIPTION	BI-ANNUALLY	ANNUALLY
1	MV SWITCHGEAR		x
1.1	Clean Switchgear, open all covers where possible and remove dust		x
1.2	Infrared scan for hot connections (thermography testing)	x	x
1.3	Inspect batteries and test battery trip unit for correct operation		x
ITEM	DESCRIPTION	BI-ANNUALLY	ANNUALLY
2	MV TRANSFORMERS		
2.1	Verify voltage and current loads to instruments		x
2.3	Infrared scan for hot connections (thermography testing)	x	x
2.4	Test transformer temperature alarm trip		x
2.5	Check functions of the temperature sensors		x
2.6	Check tightness of all cable connections		x
2.7	Check operation of cooling fans		x
2.8	Clean transformers		x

Please note: The above works will have to be carried out during a weekend and needs to be pre-arranged with the IDC.

MAINTENANCE SERVICE SCHEDULES – 2

DISTRIBUTION BOARDS			
ITEM	DESCRIPTION	BI-ANNUALLY	ANNUALLY
1	Open all covers and remove dust (power to be isolated)		x
2	Check operation of earth leakage relays	x	x
3	Check surge protection and replace if necessary	x	x
4	Inspect tightness of all connections (power to be isolated)		x
5	Check and test earth connections (power to be isolated)	x	x
6	Check to ensure all labelling is current and update if required or replace all missing labels		x
7	Infrared scan for hotspots (thermography testing)	x	x

Please note: Any shutdown requirements to be pre-arranged with the IDC for maintenance work that is required while panel is isolated. Earth leakage testing and work required to be done with power isolated to be done after hours.

LIGHT FITTINGS		
ITEM	DESCRIPTION	ANNUALLY
1	Clean cover	x

KITCHEN APPLIANCES		
ITEM	DESCRIPTION	QUARTERLY
1	Check all wiring for loose connections	x
2	Check Stove plates are working	x
3	Check Oven Elements are working	x
4	Check Thermostats / temperature controls are working correctly	x
5	Check all indication lights are working	x
6	Check appliance for loose or missing parts	x

Please note: The above works will have to be carried out during a weekend and needs to be pre-arranged with the IDC.

MAINTENANCE SERVICE SCHEDULES - 3

POWER FACTOR CORRECTION		
ITEM	DESCRIPTION	ANNUALLY
1	Check and record temperature (internal and external)	x
2	Switch off system and vacuum internal and external parts	x
3	Remove contactor tops and inspect for contact wear	x

POWER FACTOR CORRECTION		
4	Check capacitance of each capacitor	x
5	Check all connections	x
6	Re-energise system and check and record current and harmonics	x

LIGHTNING AND EARTH PROTECTION		
ITEM	DESCRIPTION	ANNUALLY
1	Check lightning protection for any visible damage	x
2	Test lightning protection system	x
3	Test earthing system	x

MASTERPACTS CIRCUIT BREAKERS		
ITEM	DESCRIPTION	Every 1 Years
1	Check the arc chutes	x
2	Check the main contacts	x
3	Check the tightness of connections	x
4	Check the disconnecting-contact clusters	x

ELECTRIC VEHICLE CHARGING STATION		
ITEM	DESCRIPTION	ANNUALLY
1	Check operation of ABB Solar Inverter	x
4	Check operation of Vehicle Charging Socket	x
5	Cleaning of PV panels	x

Dedicated On-Site Resources

The Service Provider will be required to assign a maximum of two (2) dedicated resources to the IDC Head Office in Sandton (The IDC shall use its discretion to decide whether 1 or 2 resources are required. Resource requirements shall be confirmed in writing on a weekly basis). The resources will be required to be on-site as and when required by the IDC. For budget purposes, pricing to be done for two (2) dedicated resources to be onsite 2 times a week.

4. PROJECT TIMELINES

The successful bidder will be responsible for electrical maintenance at the IDC Head Office for a period of three (3) years.

5. TECHNICAL EVALUATION CRITERIA

5.1. Mandatory 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 COIDA	Comply	Not Comply
The bidder must be in possession of a Compensation for Occupational Injuries and Diseases Act (COIDA) certificate for electrical maintenance class. Please attached proof of valid certificate.		
Substantiate / Comments		

5.1.2 CIDB Grading	Comply	Not Comply
The bidder must be registered and have an active status with the Construction Industry Development Board (CIDB) and have a grading of 4EB or Higher. Please attach the valid certificate with an Active status from CIDB as proof of registration.		
Substantiate / Comments		

5.2. 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.

5.2.1 Bidder's Relevant Experience	Comply	Partially Comply	Not Comply
The bidder must provide a minimum of, but not limited to, three (3) references, from contactable clients, where the bidder has maintained and repaired electrical equipment (similar to the list of equipment as contained in Annexure 9 of this document) in the past ten (10) years. Please refer to Table (a) of Annexure 1 of this document for the format in which the required information must be provided.			
Substantiate / Comments			

5.2.2 Experience, Skills and Qualifications of the key personnel of the electrical team	Comply	Partially Comply	Not Comply
The bidder's key personnel of the proposed team must have relevant qualifications, skills and experience needed for the required maintenance services. Team members need to have a minimum of four (4) years' relevant experience within the Electrical engineering space. The bidder's proposed maintenance team must: a) have the relevant and necessary skill mix to provide a service to the IDC site considering the maintenance schedules and the related timing. (b) be trained to be able to provide the required level of service. The bidder must submit, as part of its proposal, the CVs of the key members of the maintenance team, and copies of certificates of their training. The bidders must submit, as part of its proposal, the following: • The structure and composition of the proposed team, clearly outlining the main disciplines and the key personnel responsible for each discipline. 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, memberships and areas of experience/ competence relevant to the tasks and objectives of this project as outlined above. Proof of qualification - Valid wireman's licence for key personnel.			
Substantiate / Comments			

5.2.3 Implementation Methodology	Comply	Partially Comply	Not Comply
The service provider must provide a comprehensive project management implementation methodology that encompasses all aspects of project management. This methodology should guide the project from initiation to closure. The methodology must include the following but is not limited to: A. Detailed Project Plan that must have Timelines, Deliverables, Dependencies, and Key Milestones - - Clearly defined project schedule with start and end dates for each task. - Identification of project deliverables and the tasks required to achieve them. - An analysis of dependencies between tasks, indicating how delays in one task may impact others. - Identification of key milestones marking significant points in the project timeline. B. Work Resourcing - - Allocation of human resources, including the identification of team members, roles, and responsibilities. - Allocation of other resources like materials, equipment, and technology required for project execution. - Scheduling of resources to ensure their availability when needed. C. Risk and Contingency Strategies - Identification and assessment of potential risks that could impact the contract. - Development of contingency plans to address risks, including mitigation strategies and response plans.			
Substantiate / Comments			

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

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

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

YES	NO
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Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

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

4. Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

5. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

6. COSTING MODEL

6.1. FIXED PREVENTATIVE MAINTENANCE FEES FOR IDC 1

The bidder must refer to the Maintenance Service Schedule i.e. Section 3, paragraph 3.9 of this RFP document, for the details in terms of the required services.

MV Switchgear (A)

Service Interval		Bi-Annually	Annually	Total Service Fee per Year (VAT Incl.)
Description		Service Fee (VAT Incl.)	Service Fee (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1			
	Year 2			
	Year 3			
Sub-Total (A) (VAT Incl.)				

Transformers (B)

Service Interval		Bi-Annually	Annually	Total Service Fee per Year (VAT Incl.)
Description		Service Fee (VAT Incl.)	Service Fee (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1			
	Year 2			
	Year 3			
Sub-Total (B) (VAT Incl.)				

Distribution Boards (C)

Service Interval		Bi-Annually	Annually	Total Service Fee per Year (VAT Incl.)
Description		Service Fee (VAT Incl.)	Service Fee (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1			
	Year 2			
	Year 3			
Sub-Total (C) (VAT Incl.)				

Light Fittings (D)

Service Interval		Annually	
Description		Service Fee per Annum (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1		
	Year 2		
	Year 3		
Sub-Total (D) (VAT Incl.)			

Kitchen Appliances (E)

Service Interval		Quarterly	Total Service Fee per Year (VAT Incl.)
Description		Quarterly Service Fee (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1		
	Year 2		
	Year 3		
Sub-Total (E) (VAT Incl.)			

Power Factor Correction (F)

Service Interval		Annually	
Description		Service Fee per Annum (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1		
	Year 2		
	Year 3		
Sub-Total (F) (VAT Incl.)			

Lightning and Earth Protection (G)

Service Interval		Annually
Description		Service Fee per Annum (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	Year 1	
	Year 2	
	Year 3	
Sub-Total (G) (VAT Incl.)		

Masterpacts (H)

Service Interval		Annual Service
Description		Service Fee (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	2026	
	2027	
	2028	
Sub-Total (H) (VAT Incl.)		

Electric Vehicle Charging Station (I)

Service Interval		Annually
Description		Service Fee per Annum (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	Year 1	
	Year 2	
	Year 3	
Sub-Total (I) (VAT Incl.)		

Total Service Fee for IDC1 over a period of three (3) Years Sub-Totals (A+B+C+D+E+F+G+H+I) (VAT Incl.)	R
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6.2. FIXED PREVENTATIVE MAINTENANCE FEES FOR IDC 2

The bidder must refer to the Maintenance Service Schedule i.e. Section 3, paragraph 3.9 of this RFP document, for the details in terms of the required services.

Distribution Boards (J)

Service Interval		Bi-Annually	Annually	Total Service Fee per Year (VAT Incl.)
Description		Service Fee (VAT Incl.)	Service Fee (VAT Incl.)	
Preventative Maintenance as per Maintenance Service Schedule	Year 1			
	Year 2			
	Year 3			
Sub-Total (J) (VAT Incl.)				

Light Fittings (K)

Service Interval		Annually
Description		Service Fee per Annum (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	Year 1	
	Year 2	
	Year 3	
Sub-Total (K) (VAT Incl.)		

Lightning and Earth Protection (L)

Service Interval		Annually
Description		Service Fee per Annum (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	Year 1	
	Year 2	
	Year 3	
Sub-Total (L) (VAT Incl.)		

Power Factor Correction (M)

Service Interval		Annually
Description		Service Fee per Annum (VAT Incl.)
Preventative Maintenance as per Maintenance Service Schedule	Year 1	
	Year 2	
	Year 3	
Sub-Total (M) (VAT Incl.)		

Total Service Fee for IDC 2 over three (3) years Sub-Totals (J+K+L+M) (VAT Incl.)	R
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Total Service Fee for Fixed Preventative Maintenance at (IDC1 + IDC 2) over three (3) years (VAT Incl.)	R
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6.3. DEDICATED ON-SITE RESOURCES (N) (VAT Incl.)

The bidder will be required to assign a maximum of two (2) dedicated resources to the IDC Head Office in Sandton (The IDC shall use its discretion to decide whether 1 or 2 resources are required. For budget purposes, costs to be provided for resources will be onsite for two (2) working days per week which translates to sixteen (16) hours per week. The bidder is requested to cost for this in the table below.

Resource	Unit of measure	Hours per month	Rate per Hour (VAT Incl.)	Total Price (VAT Incl.)
Artisan	Per hour	48		
Assistant	Per hour	48		
SERVICE FEE YEAR 1: SUB TOTAL (VAT Incl.)				
SERVICE FEE YEAR 2: SUB TOTAL (VAT Incl.)				
SERVICE FEE YEAR 3: SUB TOTAL (VAT Incl.)				
TOTAL SERVICE FEE FOR 3 YEARS SUB TOTAL (VAT Incl.)				

6.4. SUMMARY OF COSTS

Cost Element			Total Cost (VAT Excl.)
Preventative Maintenance Cost	Sub-total A	Preventative Maintenance: IDC1	
	Sub-total B		
	Sub-total C		
	Sub-total D		
	Sub-total E		
	Sub-total F		
	Sub-total G		
	Sub-total H		
	Sub-total I		
	Sub-total J	Preventative Maintenance: IDC2	
	Sub-total K		
	Sub-total L		
	Sub-total M		
Dedicated On-Site Resources	Sub-total N	Service Fee for Dedicated Resources	

Total Bid Price for three (3) Years (A+B+C+D+E+F+G+H+I+J+K+L+M+N) (VAT Incl.)	
VAT at 15% (if applicable)	
Total Bid Price for three years VAT incl.	

6.5. SUPPLY OF EQUIPMENT AND PARTS (AD-HOC BASIS)

The bidder will be required to supply and deliver equipment on a need basis (ad-hoc). The quantities reflected below are only estimates based on the current trends. Prices must be valid for the first 12 months of the duration of the contract.

Description		UOM	QTY	Unit Price (VAT Incl.)	Total Price (VAT Incl.)
Wire					
1	2.5mm TWIN & EARTH	m	200		
2	2.5MM ROUND + EARTH	m	100		
3	4mm TWIN & EARTH	m	70		
4	2.5mm X 3C +E NORSE	m	200		
5	1.5mm PVC GP WIRE	m	150		
6	1.5mm twin flat	m	100		
7	1.5mm 3 core round	m	32		
8	2.5mm PVC GP WIRE	m	100		
9	4mm PVC GP WIRE	m	100		
10	6mm PVC GP WIRE	m	100		
11	10mm PVC GP WIRE	m	100		
12	16mm GP WIRE	m	12		
13	1.5mm BARE COPPER EARTH WIRE	m	50		
14	2.5mm BARE COPPER EARTH WIRE	m	50		
15	4mm BARE COPPER EARTH WIRE	m	50		
16	6mm BARE COPPER EARTH WIRE	m	100		
17	10mm BARE COPPER EARTH WIRE	m	100		
18	SOLID CORE WIRE 1MM	m	100		
19	10mm x 2 core SWA PVC	m	100		
20	10mm CABLE GLANDS	m	2		
21	4mm + earth cable	m	166		
22	50mm GP wire	m	13		
23	10mm GP Wire	m	8		
Socket Outlets and Boxes					
1	P801 16A STD SSO	Each	11		
2	P801 16A DED SSO	Each	1		

Description		UOM	QTY	Unit Price (VAT Incl.)	Total Price (VAT Incl.)
3	P801 BLANK PLATE	Each	10		
4	16A STD SSO	Each	10		
5	16A DUO STD SSO	Each	15		
6	16A DED SSO	Each	5		
7	16A DUO DED SSO	Each	14		
8	BLANK PLATE FLUSH	Each	10		
9	4 X 4 EXTENSION BOX	Each	45		
10	4 X 4 PVC EXTENSION BOX	Each	5		
11	4 X 2 EXTENSION BOX	Each	1		
12	4 X 4 WALL BOX	Each	2		
13	4 X 2 WALL BOX	Each	10		
14	2 X 4 BLANK COVER	Each	8		
16	4 X 4 BLANK COVER	Each	17		
17	4 X 4 Dedicated Cover Plate	Each	4		
18	63A 5PIN industrial Socket	Each	1		

Description		UOM	Qty	Unit Price (VAT Inc.)	Total Price (VAT Inc.)
Conduit					
1	20mm PVC CONDUIT	Each	50		
2	25mm PVC CONDUIT	Each	50		
3	20MM GALVANISED CONDUIT	Each	50		
4	25mm GALVANISED CONDUIT	Each	50		
5	Half-moon trunking 48mm	Each	29		
6	Egga tube 16x38	Each	4		
7	Egga tube 16x16	Each	22		
Light Switches					
1	1L 1W LIGHT SWITCH FLUSH	Each	7		
2	1L 2W LIGHT SWITCH FLUSH	Each	5		
3	2L 1W LIGHT SWITCH FLUSH	Each	2		
4	3L 1W LIGHT SWITCH FLUSH	Each	5		
5	25A Day/night switch (outdoor)	Each	4		
6	Proximity Sensors	Each	2		
7	360° Microwave ceiling sensor	Each	7		
Plug Tops					
1	STANDARD PLUG TOP	Each	20		
2	DEDICATED PLUG TOP	Each	30		
Circuit Breakers					
1	5AMP - 20AMP SP 5KA CBI MCB	Each	30		

Description		UOM	Qty	Unit Price (VAT Inc.)	Total Price (VAT Inc.)
2	25AMP - 60AMP SP 5KA CBI MCB	Each	10		
3	5AMP - 20AMP TP 5KA CBI MCB	Each	10		
4	25AMP - 60AMP TP 5KA CBI MCB	Each	5		
5	25A 3P CBI Breaker	Each	1		
6	10AMP - 20AMP SP 5KA M&G MCB	Each	30		
7	25AMP - 60AMP SP 5KA M&G MCB	Each	20		
8	10AMP - 20AMP TP 5KA M&G MCB	Each	10		
9	25AMP - 60AMP TP 5KA M&G MCB	Each	5		
10	32A Weather resistant isolator	Each	10		
11	20A 5KA SAMITE CB	Each	5		
12	20A sp 5KA M&G mcb	Each	1		
13	20A CBI 5KA	Each	2		
14	40A 5KA DIN RAIL CB	Each	1		
15	12 X 2 ROW SURFACE MOUNT DB	Each	1		
16	30A 5KA 1P CB	Each	4		
17	32A 3P Industrial socket outlet	Each	4		
18	32A Single pole CB	Each	2		
19	60A isolator	Each	2		
20	32A SP 5KA M&G MCB	Each	2		
21	63A 3P Din Rail isolator	Each	1		
22	45A Onesto 4 X4 DP isolator	Each	1		
23	Masterpact Circuit Breaker NW32HA	Each	1		
25	Masterpact Circuit Breaker NW16N1	Each	1		
26	Masterpact Circuit Breaker NW20H1	Each	1		
27	Merlin Gerin (Compact) Circuit Breaker NW NS1000N	Each	1		
28	Merlin Gerin (Compact) Circuit Breaker NW NS800N	Each	1		
29	Merlin Gerin (Compact) Circuit Breaker NW NS630N	Each	1		
Surge Arrestors					
1	60 Ka CLASS 2 - 3 PHASE	Each	6		
Workstation Power					
1	Corporate Connection - Power Unit 2xNormal, 1xDed, 1x2 Pin	Each	40		
2	SAD Supply Lead 7m	Each	20		
3	SAN Supply Lead 7m	Each	20		
4	SAD Interlink 3m	Each	45		
5	SAN Interlink 3m	Each	45		
Lamps					
1	MR 16 (GU 10)240V LED Philips	Each	30		
2	MR 16 (GU 5) 240V LED Philips (Dimmable)	Each	40		

Description		UOM	Qty	Unit Price (VAT Inc.)	Total Price (VAT Inc.)
3	CFL R7s 24W (Energy saver)	Each	30		
4	Eurolux G620BP Cool white 24W 220240W	Each	35		
5	Energy Saver ES/BC 11W	Each	10		
6	Energy Saver ES/BC 15W	Each	12		
Light Fittings					
1	3 x 36W Recessed Light fitting	Each	30		
2	2 x 54W Recessed light fitting	Each	8		
3	3 x 54W Recessed light fitting	Each	8		
4	LED 1200mm x 600mm	Each	150		
5	LED 600mm x 600mm	Each	150		
6	LED 1200mm x 600mm - Driver	Each	480		
7	LED 600mm x 600mm – Driver	Each	358		
8	LED Round – 9W	Each	100		
9	LED Round – 18W	Each	160		
Power Factor					
1	50kVAR capacitor	Each	5		
2	5 Step PFC Controller DCRK5	Each	2		

Description		UOM	QTY	Unit Price (VAT Incl.)	Total Price (VAT Incl.)
Kitchen Appliances					
1	Vulcan Fryer SN: 096/52/0951 Element	Each	1		
2	Vulcan Fryer SN: 096/52/0951 Thermostat	Each	1		
3	Vulcan Fryer Safety Thermostat	Each	1		
4	Vulcan Fryer knob	Each	1		
5	Vulcan stove 3KW SN:143/32/0824 Element	Each	4		
6	Vulcan stove 3KW SN:143/32/0824 Thermostat	Each	4		
7	Vulcan tilt pan 12 KW	Each	2		
8	Flat top Griller Thermostat	Each	2		
9	Flat top Griller knob	Each	2		
10	Flat top Griller contactor	Each	2		
11	Flat top Griller CB	Each	3		
12	Piron convection 13 KW model: G920RXSD Fan	Each	2		
13	Piron convection 13 KW model: G920RXSD Element	Each	4		
14	Piron convection 13 KW model: G920RXSD Thermostat	Each	3		

Description		UOM	QTY	Unit Price (VAT Incl.)	Total Price (VAT Incl.)
15	Vulcan Food Warmer 2KW Model: 196/2 Element	Each	4		
16	Vulcan Food Warmer 2KW Model: 196/2 Thermostat	Each	2		
17	Vulcan Food Warmer 2KW Model: 196/2 Switch	Each	4		
18	Anvil toaster 2150W Model: TSA 1009 Top Element	Each	2		
19	Anvil toaster 2150W Model: TSA 1009 Bottom Element	Each	2		
20	Anvil toaster 2150W Model: TSA 1009 Thermostat	Each	4		
21	Anvil motherboard	Each	1		
22	Sharp Industrial Microwave 1000W	Each	5		
23	Sharp Magnetron	Each	4		
24	Sharp Fuse	Each	8		
25	Sharp waveguide	Each	1		
26	Sharp diode	Each	1		
27	Menu master inner door cover	Each	1		
28	Menu master grease shield	Each	3		
29	Menu master Magnatron 3000W	Each	1		
Zip Hydroboil – 15 Litre					
1	Hydroboil – 15 Litre Stainless Steel	Each	20		
2	Thermostat - 85°Cel 30Amp	Each	20		
3	Element - 2,4kw	Each	20		
Certificate Of Compliance					
1	Issuing Of COC per DB	Each	60		
EV Charging Station					
1	ABB Solar Inverter – PVI-6000-TLOUTD-S - 10Kva	Each	1		
2	Charging Socket	Each	1		
3	PV Panels	Each	5		
SUB TOTAL (M) (VAT Incl.)					

6.6. MATERIAL

6.6.1. Materials purchased by Contractor (VAT Incl.)

Amount	% Mark-up
Above R10 000	
R10 000 - R5 000	
R5 000 - R1 000	
Less than R1 000	

6.7. AD-HOC SERVICES: COSTING FOR WORK THAT DOES NOT FALL UNDER MAINTENANCE CONTRACT

The IDC may request the Contractor to perform additional repair work, construction, installation or commissioning which does not form part of this contract. On acceptance of this work by the Contractor,

the following information is required and will form the basis to price the additional work. All additional work shall be requested in writing by the Client (all costs inclusive of VAT).

6.7.1. Transport Cost

Description	Rate
Rate per km	R
Description	Kilometres (return)
Kilometres from bidder's office to IDC Sandton Office	Kms: _____ Kms x rate = R

6.7.2. Labour Rates (Weekdays) (Normal working hours are 08h00 to 17h00)

Description	Normal Working Hours	After Hours
	Fee	Fee
Call-out	R	R
Resource	Hourly Rate	Hourly Rate
Artisan	R	R
Lamp Technician	R	R
Assistant	R	R

6.7.3. Labour Rates (Weekends and Public Holidays)

Description	Saturday	Sunday	Public Holiday
	Fee	Fee	Fee
Call-out	R	R	R
Resource	Hourly Rate	Hourly Rate	Hourly Rate
Artisan	R	R	R
Lamp Technician	R	R	R
Assistant	R	R	R

6.7.4. Price escalations for ad-hoc services

Bidders are expected to advise if prices will be subject to escalations for the forthcoming years. Please complete the table below:

Description	Escalation percentage (%) linked to CPI	
	Working Hours	After-hours, Weekends and Public Holidays
Rate escalation percentage for Year 2		
Rate escalation percentage for Year 3		

Notes:

- Schedules indicate the overall scope of the Works unless otherwise stated. It is the duty of the Contractor to ensure that all work associated with the Electrical and associated equipment is included in the price proposal.
- The IDC reserves the right to omit any item on the schedule before the acceptance of the tender and again at the "Annual Price Adjustment Date" without prejudice and without affecting the costing of the other items accepted as forming part of the works.
- Prices shall include all costs associated with the service as specified in the maintenance schedule e.g. spares, material and labour costs.
- Call outs, standby provisions, all materials, spares and replacement equipment to be quoted for on an ad-hoc bases, shall be paid for on the basis of proven cost plus a percentage mark-up.
- Prices should be based on normal working hours except where specifically stated otherwise.

Annexure 9 Electrical Equipment Schedules

The following is a list of all equipment in existence at IDC 1 and IDC 2. The information contained in the lists below, in so far as the IDC is concerned, is considered correct and up to date as at the date of issue of this RFP document.

2. ELECTRICAL EQUIPMENT SCHEDULE-1

MV INSTALLATION			
Area	Make	Rating	
IDC 1			
Block A - Ground Floor	Schneider 4-panel 11kV compact RM6 extendable board	Incomer	630 A
		Feeder 1	200A
		Feeder 2	200A
		Feeder 3	200A
	Revive Transformer Dry-Type DYN11 - 11kV/400V	1250 Kva	
	Revive Transformer Dry-Type DYN11 - 11kV/400V	1250 Kva	
Block D - Basement	Revive Transformer Dry-Type DYN11 - 11kV/400V	1000 Kva	

DISTRIBUTION BOARDS				
Area	DB/ID	NORMAL POWER	EMERGENCY POWER	UPS POWER
IDC 2				
Basement	DB-MLV	630 Kva	450 Kva	80 A
Ground Floor Reception	DB-B	100 A		
Gym Outside	Main Supply	150 A		
Gym Inside	DB1	150 A		
Gym Geyser	DB2	60 A		
Level 1 (DB shaft)	DB-F1	160 A	63 A	80 A
Level 2 (DB shaft)	DB-F2	160 A	63 A	80 A
Level 2 Server Rm	DB SR	63 A		63 A
Level 3 (DB shaft)	DB-F3	160 A	63 A	80 A
IDC 1				
Block A-Level 1	DB-MLV	3200 A	2000 A	200 A
	DB-1A/1	125 A	60 A	
	DB-1A/2	200 A	30 A	30 A
Block A-Level 1 Reception	DB-1A	200 A		
Block A-Level 1 Control Rm	Level 1 Block A	125 A		
Block A-Level 1 Control Rm Nerve Centre	DB NC			63 A
Block A-Level 1 Print Rm	DB 1 & 2	60 A		60 A
Block A-Level 1 Training Rm	DB TR	40 A		
Block A-Level 2	DB-2A/1	150 A	60 A	

3. ELECTRICAL EQUIPMENT SCHEDULE - 2

DISTRIBUTION BOARDS - Continued				
Area	DB/ID	NORMAL POWER	EMERGENCY POWER	UPS POWER
Block A-Level 2 Server Rm	DB Server Farm	250 A		
Block A-Level 2 Server Rm	Server			60 A
Block A – Garden	DB-A/Grdn	80 A		
Block B- Level1	DB-B1	63 A		63 A
	DB-HVAC-BIA	63 A		
	DB-HVAC -BIB	63 A		
Block B-Level 2	DB-B2	63 A		
	DB-HVAC-B2A	63 A		
	DB-HVAC -B2B	63 A		
Block B- Level 3	DB-B3	100 A		63 A
	DB-HVAC-B3A	63 A		
	DB-HVAC - B3B	63 A		
Block C- Level1	DB-C1	63 A		63 A
	DB-HVAC-CIA	63 A		
	DB-HVAC -CIB	63 A		
Block C-Level 2	DB-C2	63 A		
	DB-HVAC-C2A	63 A		
	DB-HVAC -C2B	63 A		
Block C- Level 3	DB-C3	100 A		63 A
	DB-HVAC-C3A	63 A		
	DB-HVAC - C3B	63 A		
Block D - Level 1	DB-MLV	100 A		63 A
	DB-D1	63 A		
	DB-HVAC – D1A	63 A		
	DB-HVAC – D1B	100 A		63 A
Block D - Level 2	DB-D2	63 A		
	DB-HVAC-D2A	63 A		
	DB-HVAC - D2B	100 A		63 A
Block D - Level 3	DB-D3	63 A		
	DB-HVAC-D3A	63 A		
	DB-HVAC - D3B	100 A		63 A
Block E- Level 1	DB-E1	63 A		
	DB-HVAC - E1A	63 A		
	DB-HVAC-E1B	100 A		63 A
Block E - Level 2	DB-E2	63 A		
	DB-HVAC -E2A	63 A		
	DB-HVAC -E2B	63 A		
Block E - Level 3	DB-E3	100 A		63 A
	DB-HVAC - E3A	63 A		
	DB-HVAC - E3B	63 A		
Creche	DB 1 & 2	100 A		63 A
Basement Level 0	DB-L1	63 A		

DISTRIBUTION BOARDS - Continued				
Basement Level -1	DB-L2	80 A		
Canteen Kitchen	DB KAF	450 A		40 A
Auditorium Parking	DB Parking	32 A		
Station 1	DB S1			
Station 2	DB-S2			
Station 3	DB-S3			

4. ELECTRICAL EQUIPMENT SCHEDULE - 3

DISTRIBUTION BOARDS - Continued				
Area	DB/ID	NORMAL POWER	EMERGENCY POWER	UPS POWER
Auditorium Server Rm	DB-TF	400 A		63 A
Auditorium Training Rm	DB-Lecture	63 A		
Auditorium AV Room	DB-AV	63 A		
Wash Bay	DB Wash Bay	63 A		
Executive Kitchen Grnd	KAF 2 & DB1	100 A	60 A	
Executive Kitchen 1 st Fl.	DB2		60 A	
Guard House Fredman	DB-GH1	60 A		
Guard House Grayston	DB-GH2	60 A		
Guard House IDC 2	DB-GH3	63 A		

Main LT Distribution Boards – Circuit Breakers		
Area	Description	Quantity
Block A Ground Floor LT Room	Masterpact NW32HA	1
	Masterpact NW20H1	4
	Masterpact NW16N1	4
Block D 0-Level LT Room	Masterpact NW16N1	2
IDC 2 -1-Level LT Room	NS1000N	1
	NS800N	1
	NS630N	1

LIGHTING				
Description	Quantity			
	Basement	Level 1	Level 2	Level 3
IDC 2				
Open Channel	39		6	
PL Down light - DLH2-118-001		22	12	19
PL Down light - DLH2-113-001		30	59	55
IDC 1 Block E				
Description	Quantity			
	Level 1	Level 2	Level 3	
PL Down light - DLH2-118-001	45	33	29	
PL Down light - DLH2-113-001	46	49	50	

Description	Quantity			
	Basement	Level 1	Level 2	Level 3
IDC 1 Block D				
Open Channel	159		2	
PL Down light - DLH2-118 001		46	46	33
PL Down light - DLH2-113-001		63	52	56

5. ELECTRICAL EQUIPMENT SCHEDULE - 4

LIGHTING - Continued			
Description	Quantity		
	Level 1	Level 2	Level 3
IDC 1 Block C			
PL Down light - DLH2-118-001	43	42	35
PL Down light - DLH2-113-001	51	33	29
IDC 1 Block B			
PL Down light - DLH2-118-001	43	42	35
PL Down light - DLH2-113-001	51	33	29
Description	Quantity		
	Level 1	Level 2	
IDC 1 Block A			
PL Down light - DLH2-118-001	43	42	
PL Down light - DLH2-113-001	25	20	
Description	Quantity		
IDC Auditorium			
PL Down light - DLH2-113 001	48		
600mm x 600mm fluorescent	37		
Fluorescent with reflective louvre recessed	19		
Canteen			
PL Down light - DLH2-113 001	62		
Fluorescent with acrylic diffuser	19		
Crèche			
Fluorescents with prismatic acrylic diffuser	28		

6. ELECTRICAL EQUIPMENT SCHEDULE – 5

Kitchen Appliances	
DESCRIPTION	Quantity
Canteen Kitchen	
Oven	1
Vulcan unox frying stove	1
Vulcan 3 plate stove	2
Meiko k160 dish drying machine	1
Imc 904 82c16 food shredder	1
Tilt pan fryer	1
Vulcan boil cooker	1
Vulcan frying oven	1
Griller	1
2 plate stove	1
Executive Kitchen	
Dishwasher DIHR – HT11 12 KW 380-400	1

Power Factor Correction	
Building	Quantity
IDC 1	2
IDC 2	1

Lightning And Earth Protection	
Building	Quantity
IDC 1 (26 000m²)	1
IDC 2 (3 000m²)	1

Electrical Vehicle Charging Station	
DESCRIPTION	Quantity
ABB Solar Inverter – PVI-6000-TL-OUTD-S - 10Kva	1
Charging Socket	4
PV panels	26

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T21/07/20**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide Electrical Maintenance to IDC as specified in this RFP document.

R..... (Including VAT)

In words

R..... (Including VAT)

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

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY
NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2**Bidder's Experience and the proposed Project Team**

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must provide the following information:

Table (a) – Details of the bidder's current and past relevant experience in the maintenance and repair of Electrical Equipment. (Please refer to Section 3 of this RFP document)

Client's Full Legal Name	Description of the property/ building maintained and size	Estimated Contract Cost	Contract period (Start and End Dates)	Description of maintenance and repair services performed and extent of Bidder's responsibilities	Equipment on which electrical repairs and maintenance was performed	Name, position and telephone contact (office number) of Client's representative

Table (b) – Details of the key personnel of the bidders' proposed electrical team

[illegible]

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

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

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

Supplier Number	
------------------------	--

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	

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

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

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

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

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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;

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.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

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

1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

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

2 Trust Information

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

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

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

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

4 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

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

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

ANNEXURE 7: DISCLOSURE STATEMENT

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

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

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

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

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

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

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

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

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

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

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

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

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	Accountability The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	Processing Limitation The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	Purpose Specification All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	Further Processing Limitation Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐
5.	Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐
6.	Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐
7.	Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

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

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date