



RFP01/26

APPOINTMENT OF A SERVICE PROVIDER TO OPERATE FOUR ACCREDITED SHARED CHEMICAL AND DETERGENT MANUFACTURING AND TRAINING FACILITIES IN THE KWA-ZULU NATAL PROVINCE FOR A PERIOD OF 36 MONTHS.

CLOSING DATE: 17 JUNE 2026 AT 11:00

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0004 82

REQUEST FOR PROPOSALS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD,
POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as (“IDFC”))

BID NUMBER: **RFP01/26**

CLOSING DATE: **17 JUNE 2026**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO OPERATE FOUR
ACCREDITED SHARED CHEMICAL AND DETERGENT
MANUFACTURING AND TRAINING FACILITIES IN THE KWA-ZULU
NATAL PROVINCE FOR A PERIOD OF 36 MONTHS**

COMPULSORY
BRIEFING SESSION

Yes

No

Please note the details of the **Compulsory briefing session**; failure to attend will lead to disqualification.

DATE	02 JUNE 2026 at 11:00
VENUE	Esikhawini Vula Detergent Centre, 1074 Ihlokohloko Street, Esikhawini H
EQUIRIES	031 907 8911 / tenders@ithala.co.za

TABLE OF CONTENTS

- C.1 TENDER NOTICE AND INVITATION TO TENDER – 4 - 6**
- C.2 INTRODUCTION - 7**
- C.3 CONDITIONS OF BID AND CONTRACT - 8-15**
- C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID – 16**
- C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING MEETING - 17**
- C.6 PROCUREMENT TIMELINES - 18**
- C.7 TERMS OF REFERENCE – 19-23**
- C.8 EVALAUTION PROCESS & CRITERIA – 24-31**
- C.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS 2022 – 32 – 35**
- C.10 TAX CLEARANCE REQUIREMENT – 36**
- C.11 BIDDER’S DISCLOSURE – 37-39**
- C.12 CONTRACT FORM - RENDERING OF SERVICES – 40-41**
- C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL – 42**

C.1 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER TO OPERATE FOUR ACCREDITED SHARED CHEMICAL AND DETERGENT MANUFACTURING AND TRAINING FACILITIES IN THE KWA-ZULU NATAL PROVINCE FOR A PERIOD OF 36 MONTHS

COLLECTION OF BID DOCUMENTS

The bid documents will be obtained online from the IDFC website (www.ithala.co.za) and on National Treasury website (www.etenders.gov.za)

SUBMISSION OF BID DOCUMENTS

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **17 JUNE 2026 at 11:00**

One original and one electronic (USB) copy of the bid document must be submitted.

Telephonic, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za
Tenders may only be submitted on the original tender documentation that is issued by IDFC written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED					
BID NUMBER:	RFP01/26	CLOSING DATE:	17 JUNE 2026	CLOSING TIME:	11am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO OPERATE FOUR ACCREDITED SHARED CHEMICAL AND DETERGENT MANUFACTURING AND TRAINING FACILITIES IN THE KWA-ZULU NATAL PROVINCE FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	0319078911		TELEPHONE NUMBER	0319078911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 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 WHO ARE 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:

C.2 INTRODUCTION

Ithala Development Finance Corporation Limited is a development finance corporation operating within the confines of the KwaZulu-Natal Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “Accelerating growth, socio-economic development, and empowerment in KwaZulu Natal” and our MISSION is “To accelerate economic growth and transformation, entrepreneurship, and job creation for the people of KwaZulu-Natal”.

The Mission is enabled by building a capable, ethical, and sustainable organisation.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of IDFC are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our three operating departments and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Implementing Agent
4. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

PROCUREMENT PHILOSOPHY

It is the policy of IDFC, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of IDFC’ s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within IDFC.

C.3 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	IDFC SERVICE LEVEL AGREEMENT				
2.1	The IDFC Service Level Agreement will be the only contracts signed by both parties and will form the basis of this contract. IDFC's standard terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request, must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding IDFC or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval, of the accounting authority or the delegate.				
5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT				
5.1	Copyright of all documentation relating to this assignment belongs to IDFC. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in IDFC and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior, written permission must be obtained from IDFC.				
5.4	IDFC shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP IDFC shall be entitled to freely cede and assign to parties nominated by IDFC.				
6	PAYMENTS				
6.1	IDFC will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time, during the duration of the contract, invoice IDFC for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to IDFC.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he/she will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, IDFC must be given immediate written notice to this effect. IDFC reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES				
8.1	The service provider warranties that: It is able to perform the service to the satisfaction of IDFC				
8.2	Although the service provider will be entitled to provide services to persons other than IDFC, the service				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	provider shall not without the prior written consent of IDFC, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for IDFC or is carrying out work for IDFC become unavailable, then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replacement resource is subject to the vetting of the IDFC project manager.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
11	LATE BIDS				
11.1	Late submissions will not be accepted. A submission will be considered late if it arrives one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	BID CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please refer to Bid Notice and				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: RFP SUMMARY AND DETAILS				
14.2.1	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX STATUS				
	The bidder must be in compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.5	PART 5: CERTIFICATE OF AUTHORITY TO SIGN A BID AND DECLARATION OF INTEREST				
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant parts of the document and must indicate who is delegated to communicate or deal with IDFC. Any irrelevant sections to the tendering entity must be marked 'N/A'.				
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least, describe in detail exactly how they propose to carry out the activities to achieve the outcomes identified in the Terms of Reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm by providing letters of reference from previous/current clients including contact details, for the previous, current or ongoing projects of similar nature. This may be verified by IDFC.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C13				
14.8.2	If no deviations are required, please mark the form “Nil” and sign				
14.9	PART 9: PRICING SCHEDULE				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.10	PART 10: PROCUREMENT TIMELINES				
14.10.1	This part of the bid document informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by IDFC. When a proposal is submitted, a bidder must be certain that the TOR's are understood and that it has the capacity to offer the specified service.				
14.11	VAT				
14.11.1	IDFC is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.11.1	IDFC reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R2.3m for 12 consecutive months as per the requirements of the VAT Act.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
15	PRESENTATIONS – N/A				
15.1	IDFC reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
16	NEGOTIATION				
16.1	IDFC has the right to enter negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	IDFC shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, IDFC reserves the right not to award the tender to the highest-ranking bidder in terms of IDFC's SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form and signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	IDFC reserves the right to carry out site inspections of bidders to establish suitability of properties, etc. to perform services effectively and efficiently				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 120 days				
20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA				
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list.				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	IDFC will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
22.2	IDFC will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				
23	<u>EVALUATION ON PRICE AND SPECIFIC GOALS</u>				
23.1	Price and specific goals evaluation will be performed on bidders who qualify for Stage 3.				
23.2	All prices submitted may be subject to negotiation.				
24	ADJUDICATION OF BID				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of IDFC. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to retract this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that quotes the lowest.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
24.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid.				
25	Awarding of contract				
25.1	IDFC reserves the right to award this bid in full or in part.				
26	CONTRACT PERIOD				
26.1	The contract will be for a period of thirty-six months from date of appointment.				
27	SPECIAL CONDITION – Personnel assigned to the projects				
27.1	All personnel assigned to the project must be those proposed in the RFP submission. Any substitution or change of resources requires prior approval from the IDFC.				

CERTIFICATE OF AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATI ON	(II) COMPANIES	(III) SOLE PROPRIETO R	(IV) PARTNERS HIP	(V) CO- OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(If the space provided is not enough, a separate list should be attached)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING MEETING

This is to certify that

(tenderer).....

of (address)

.....

..... was represented by the person(s)

named below at the compulsory meeting held for all tenderers at: -

Description	Date	Time	Venue
Appointment of a service provider to operate four accredited shared chemical and detergent manufacturing and training facilities in the KwaZulu-Natal province for a period of 36 months.	17 JUNE 2026	11:00	Esikhawini Vula Detergent Centre, 1074 Ihlokohloko Street Esikhawini H

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Bidder’s representative attending the meeting:

Name: Signature:
.....

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the IDFC’s representative, namely:

Name: Signature:
.....

Capacity: Date and Time:
.....

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	22 MAY 2026	
Compulsory briefing session	02 JUNE 2026	11:00
Written questions of clarification – closing date	04 JUNE 2026	16h00
Written response to all clarifications	09 JUNE 2026	16h00
Service Provider Proposals Due	17 JUNE 2026	11h00

***Indicative dates**

C7. TERMS OF REFERENCE

1. PURPOSE

The purpose of this request for proposal (RFP) is to solicit proposals for the appointment of a service provider to operate four accredited shared chemical and detergent manufacturing and training facilities in the KwaZulu-Natal province for a period of 36 months.

2. BACKGROUND

The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) through its implementing agent, Ithala Development Finance Corporation (IDFC), has established four facilities for training of SMMEs and Cooperatives in the manufacturing of chemical and detergent products. The facilities are currently operational and are in the following districts:

- Ethekewini – KwaMashu Township; 36 Ntombela Road, Emakhosini
- King Cetshwayo District Municipality - Esikhawini H Township, 1074 Ihlokohloko Street
- Ugu District Municipality - Gamalakhe Township. Lot 2260 Ray Nkonyeni Road, Gamalakhe, Portshepstone
- Amajuba District – Newcastle F1329, Madadeni

3. DETAILS OF OPERATIONS

Managing the detergent training centre will involve overseeing all aspects of training delivery, from curriculum development to learner management, provision of business support and upkeep of the facilities. This includes ensuring high-quality training content, managing logistics like venue setup and providing excellent customer support to both learners and facilitators. Ultimately, the goal is to provide a smooth and effective learning experience for all participants. More importantly, is to ensure that the centre becomes a preferred shared facility for upcoming SMME's and Cooperatives.

The facilities are duty bound to comply with the Chemical Industries Education & Training Sector Authority (CHIETA) which is a statutory body established by the Skills Development Act 97 of 1998, with the purpose of facilitating skills development in the chemical industries sector. All products produced at the facility comply with South African Bureau of Standards (SABS). In addition, where applicable the facility must continue to adhere to SANS 22716, in terms of waste management and disposal, effluent drainage and treatment. Consumables and raw materials used must meet the minimum quality specification and the service provider must adhere to the required storage and handling considerations.

The operations objectives include:

- Ensuring the Adherence to Manufacturing and Laboratory Procedure Manual
- Capacitating the facility with human resources and raw material
- Recruitment and on boarding of SMMEs and Cooperatives into the incubation programme
- Training and capacitating registered SMMEs and Cooperatives on the technical know-how of manufacturing and labelling of products.
- Provision of business support to SMMEs and Cooperatives.

3. SCOPE OF WORK

The successful service provider shall deliver the project in the following stages over the 36 months contract period:

1. Recruitment of SMMEs and Cooperatives

1.1. Recruitment of SMMEs and Cooperatives from the surrounding communities and onboard them for the 36 months incubation programme. The target for all four facilities is to operate at their maximum capacity of 250 SMMEs.”

KWAMASHU	GAMALAKHE	ESIKHAWINI	MADADENI
75 SMMEs	50 SMMEs	50 SMMEs	75 SMMEs

1.2. Engage local business of chambers, LED personnel and other relevant stakeholders to identify and recruit eligible SMMEs and Cooperatives.

2. Training Program Management:

2.1. Curriculum Development: Review and update the existing training materials, ensuring they are relevant, accurate, and aligned with latest industry standards.

2.2. Training Delivery: Managing the logistics of both in-person and virtual training sessions, including venue preparation, equipment setup, and technical support. Recruited SMMEs will have to be trained in the following:

- **Detergents Manufacturing** - this is technical training on how to mix raw materials to come up with a finished product. The training to be conducted by qualified analytical chemists,
- **Financial Management** – to ensure that they can manage their finances,
- **Pricing** – important to know how to price products correct so that the SMME does not make losses,

- **Packaging and labelling** – to ensure that they use the correct packaging for their product as well as using correct labels. This is critical when their products are tested by SABS. The label is one of the determining factors whether the product passes or fails,
- **Marketing and Sales** – It is important for SMMEs to know which platforms to use to market their products effectively. They are also trained in how to sell their products,
- **Quality Assurance** – to teach the SMMEs on the importance of following processes and procedures to ensure that the quality of their products is consistent.

2.3. Learner Management: Handling registration, attendance tracking, and communication with learners, including pre- and post-training materials.

2.4. Evaluation and Feedback: Administering evaluation forms, collecting feedback, and analysing results to identify areas for improvement in the training program.

2.5. Specialized Training: Offering specialized training programs for specific industries (e.g., food processing, healthcare, hospitality) or addressing specific cleaning challenges.

3. Business Support Programme:

3.1. Develop and document the business support programme for incubatees. The business support must cover the following key minimum areas of support: Marketing, Mobilising financial resources, Financial management, Access to market.

3.2. Provision of business support to SMMEs and Cooperatives that are part of the programme as per the business support programme.

3.3. Bidders should demonstrate how they will assist the SMMEs and Co-operatives in improving their sales revenue and mobilising of financial resources.

4. Facility Management:

4.1. Adherence to Manufacturing and Laboratory Procedure Manual: The operator will be required to adhere to manufacturing and laboratory procedure manuals in respect of Quality Management, Environmental Health and Safety, Hazardous Material Handling and Storage, Manufacturing, Formulation conversions and Booking management.

4.2. Maintenance and Upkeep: Ensuring the training centre facilities are clean, well-maintained, and conducive to learning.

4.3. Resource Management: Managing the inventory of training materials, equipment, and consumables, ensuring they are readily available. SMMEs and Cooperatives who utilise the facility for manufacturing of their products must be charged cost price for the raw materials they utilise and these proceeds will be used for stock replenishment.

- Safety and Security: Implementing and maintaining safety procedures, including first aid, emergency drills, and security protocols. The service provider will need to ensure that these are maintained, monitored and utilised by staff. Service provider will be responsible for the upkeep of the SLA for armed response services for the duration of the contract.
- Fire equipment: The fire detection, suppression systems and fire extinguishers must be maintained at the required intervals.
- Note: Rental charges for the premises and Municipal charges such as water, electricity and refuse removal will not be for the service provider account.

5. Customer Service and Support:

- 5.1. Enquiry Handling: Responding to inquiries from existing and potential learners, facilitators, and other stakeholders promptly and professionally.
- 5.2. Facilitator Support: Providing on-site or virtual assistance to facilitators, including setting up the venue, managing technical aspects, and addressing any needs.
- 5.3. Stakeholder Communication: Maintaining clear and consistent communication with all relevant stakeholders, including learners, facilitators, and management.
- 5.4. Ensure that SMME's and Cooperatives have access to the shared facility.

6. Financial Management:

- 6.1. Budget Management: Managing the training centre's budget, tracking expenses, and ensuring financial resources are used effectively.
- 6.2. Procurement: Managing the procurement process for training materials, consumables, equipment, and other necessary resources.
- 6.3. Maintaining accurate and up to date financial and expenditure records for each facility.

7. Marketing and Promotion

- 7.1. Promoting Training Programs: Marketing the training centre's services to potential clients through various channels (e.g., online advertising, industry events, direct sales).
- 7.2. Client Relationship Management: Building and maintaining relationships with clients, understanding their training needs, and tailoring training programs to meet specific requirements.

8. Staff Management

- 8.1. General HR Management: All staff of the facilities will be contracted to the service provider and must abide to the Service provider's HR policies and procedures.
- 8.2. Training and Development: Ensure staff, including instructors and support staff) that are employed at the facility are adequately trained and kept up to date with the latest industry standards.
- 8.3. Performance Management: Managing staff performance, providing feedback, and ensuring that staff are motivated and engaged.
- 8.4. Protective clothing: Relevant staff must be provided with PPE required for the production process.

9. Continuous Improvement

- 9.1. Feedback Mechanisms: Implementing feedback mechanisms to gather input from participants and clients and using this feedback to improve training programs and services.
- 9.2. Obtain Feedback: The service provider will continuously gather and incorporate feedback from learners, facilitators, and other stakeholders to improve the training program and centre operations.
- 9.3. Staying Current: Keeping up to date with the latest developments in the detergent and cleaning industry, including new products, technologies, and regulations.

10. Reporting

- 10.1. Service provider to provide monthly reports to IDFC covering key activities of each facility and reporting against KPIs. The report must be accompanied with the daily trainee and manufacturers attendance registers and production registers. Further details on KPIs and reporting requirements will be articulated in the SLA.

11. Capacitation the facility with Human Resources

The service provider will be required to capacitate the facility with adequately skilled human resources. The team for the 36-months operational period at a minimum must include the following resources:

Resource	KwaMashu	Gamalakhe	Esikhawini	Madadeni
Provincial Manager	1 Resource to manage all 4 sites.			
Laboratory Manager	1 Resource to manage all 4 sites			
Financial Management Officer	1 Resource support all 4 sites			
Marketing Officer	1 Resource to support all 4 sites			
Laboratory Assistant	X 1	X 1	X 1	X 1
Production Officer	X 1	X 1	X 1	X 1
Administrator/Receptionist	X 1	X 1	X 1	X 1
Cleaner/General Assistant	X 1	X 1	X 1	X 1

Kindly provide a detailed CV and qualification of all resources.

C.8. EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted in three (3) stages as follows

1. Administrative Compliance
2. Functionality Evaluation
3. Price and Specific Goals

<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<p><i>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p>Mandatory Requirements</p> <p>Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <ul style="list-style-type: none"> • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS prior to the award of the bid. and such information will be verified through Central Supply Database or using SARS e-filing pin, in compliance with National Treasury instruction note 9 of 2017/2018 • SBD 1 – A completed and duly signed Invitation to bid- A resolution letter MUST be attached as per the requirement of SBD 1. • SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate. • Proof of compulsory site briefing attendance – signing of attendance register • Chemical Industries Education & Training Sector Authority (CHIETA) accreditation or accreditation with the relevant Quality Council for Trades and Occupations (QCTO) • COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act) <p>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				

<p><u>STAGE TWO: FUNCTIONALITY EVALUATION</u></p> <p>Responsive bids will be evaluated according to the criteria indicated on pages 27-30</p>				
<p><u>STAGE THREE: PRICE AND SPECIFIC GOALS</u></p> <p>Price evaluation will be performed on bidders who passed stage 1 and 2 above</p>				
<p>ADJUDICATION OF BID</p>				
<p>The bid shall be awarded at the sole and absolute discretion of IDFC. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to retract this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that bids the lowest.</p>				
<p>A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid.</p>				

STAGE 2 - FUNCTIONALITY EVALUATION

EVALUATION FUNCTIONALITY-THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

All bids will be scored on functionality as below, bids that do not meet the minimum threshold value of 70 points will be considered non- responsive and will not be consider.

TECHNICAL CRITERIA	DESCRIPTION	MAX SCORE	SCORE	TOTAL
BIDDER'S EXPERIENCE IN TRAINING AND BUSINESS SUPPORT	<p>Experience of the company in business mentorship At least a minimum of 3 projects in providing training and business support to new and existing SMMEs and Cooperatives within the detergent manufacturing industry as described in the scope of work. A bidder must provide a signed verifiable reference letter for each project/ assignment completed during the past 5 years. The reference letters should be on the company letterhead and include the following:</p> <ul style="list-style-type: none"> • Name of Client • Description of project • Contract period • Value of project • Contact details of the referee <p>Scoring guide More than 3 reference letters = 30 3 reference letters = 25 Less than 3 reference letters = 0</p> <p>NB: IDFC may verify the references provided.</p>	30		
BIDDER'S EXPERIENCE IN MOBILISING FINANCIAL RESOURCES	<p>Experience in mobilising financial resources At least a minimum of 3 projects in mobilising financial resources for new and existing businesses. A bidder must provide a signed verifiable reference letter for projects/ assignments completed during the past 5 years. The reference letters should be on the company letterhead and include the following:</p> <ul style="list-style-type: none"> • Name of Client • Description of project • Contract period • Value of project • Contact details of the referee <p>Scoring guide More than 3 reference letters = 10 3 reference letters = 7 Less than 3 reference letters = 0</p>	10		

TECHNICAL CRITERIA	DESCRIPTION	MAX SCORE	SCORE	TOTAL
QUALIFICATION S SKILLS AND EXPERIENCE PROVINCIAL MANAGER	<p>Post Graduate degree/ Post Graduate Diploma in Business Administration or Chemical Engineering and minimum of 5 years relevant experience at a Senior Management Level. CV of Provincial Manager to include details of at least 3 projects related to sector specific business support and Training/mentorship provided to businesses.</p> <p>POINTS FOR QUALIFICATIONS - 10</p> <ul style="list-style-type: none"> • Post graduate Degree/ Post Graduate Diploma or higher qualification = 10 • No Qualification or qualification lower than Post graduate Degree/ Post Graduate Diploma = 0 <p>POINTS FOR EXPERIENCE - 10</p> <p>Scoring guide</p> <ul style="list-style-type: none"> • More than 5 years' relevant senior management experience = 10 • 5 years' relevant senior management experience = 5 • Less than 5 years' relevant senior management experience = 0 <p>CV of the supporting resource and certified copies of qualifications to be submitted.</p>	20		
QUALIFICATION S SKILLS AND EXPERIENCE LABORATORY MANAGER	<p>Post Graduate degree/ Post Graduate Diploma in Chemical Engineering or equivalent qualification and minimum of 5 years relevant management experience in manufacturing of detergents or similar products.</p> <p>POINTS FOR QUALIFICATIONS - 10</p> <ul style="list-style-type: none"> • Post graduate Degree/ Post Graduate Diploma or higher qualification = 10 	20		

TECHNICAL CRITERIA	DESCRIPTION	MAX SCORE	SCORE	TOTAL
	<ul style="list-style-type: none"> No Qualification or qualification lower than Post graduate Degree/ Post Graduate Diploma = 0 <p>POINTS FOR EXPERIENCE - 10</p> <p>Scoring guide</p> <ul style="list-style-type: none"> More than 5 years' relevant senior management experience = 10 5 years' relevant senior management experience = 5 Less than 5 years' relevant senior management experience = 0 <p>CV of the supporting resource and certified copies of qualifications to be submitted.</p>			
<p>QUALIFICATION S SKILLS AND EXPERIENCE</p> <p>FINANCIAL MANAGEMENT RESOURCE</p>	<p>Accounting and bookkeeping</p> <p>The supporting expert needs to possess a minimum 3-year National Diploma in Accounting or Financial Management and have at least 3 years of relevant work experience.</p> <p>Qualification:</p> <p>Degree or higher qualification = 5 National Diploma = 4 Does not meet minimum requirement = 0</p> <p>Experience:</p> <p>More than 3 years' experience = 5 3 years' experience = 4 Less than 3 years' experience = 0</p> <p>CV of the supporting resource and certified copies of qualifications to be submitted.</p>	<p>10</p>		
<p>QUALIFICATION S SKILLS AND EXPERIENCE</p> <p>MARKETING OFFICER</p>	<p>Marketing</p> <p>The supporting expert needs to possess a minimum 3-year Diploma in Marketing or any other related diploma and have at least 3 years.</p>	<p>10</p>		

TECHNICAL CRITERIA	DESCRIPTION	MAX SCORE	SCORE	TOTAL
	<p>Qualification: Degree or higher qualification =5 Diploma = 4 Does not meet minimum requirement = 0</p> <p>Experience: More than 3 years' experience = 5 3 years' experience = 4 Less than 3 years' experience = 0</p> <p>CV of the supporting resource and certified copies of qualifications to be submitted</p>			
Total (Max)		100		

**All bidders who obtain a minimum of 70 points will be considered further for evaluation
Minimum qualifying score is 70 points. A Tenderer scoring below 70 points for functionality will be deemed non-responsive and disqualified.**

STAGE 3 - PRICE (80 points) AND SPECIFIC GOALS (20 points)

PROPOSED FEES FOR MAINTENANCE AND OPERATION

<p>NAME OF BIDDER:</p> <p>.....</p>
--

Description	Cost for Year 1	Cost for Year 2	Cost for Year 3	TOTAL cost for years 1, 2, and 3
Maintenance and operation of the 4 Detergent Manufacturing and training facilities for a period of 36 months years in the KwaZulu-Natal Province for a period of 36 months				
SUB TOTAL				
VAT @ 15%				
TOTAL				

Tenderers signature.....

C.9 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.
- b) The 80/20 preference point system will be applicable in this tender if the lowest/ highest acceptable is below R50 million.
- c) The 90/10 preference point system will be applicable in this tender if the lowest acceptable tender is above R50 million.

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.

1.6 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 regarding 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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest 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:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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.

Specific goals allocated points in terms of this tender			
PRICE – 80 points			
SPECIFIC GOALS – 20 points			
Specific goals	Points for Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51%Black Ownership	5	CSD, CIPC registration	
≥33%Women Ownership	5	CSD, CIPC registration	
≥33%Youth Ownership	5	CSD, CIPC registration - Youth is defined as person under the age of 35	
≥25% Persons with disability Ownership	5	CSD report support by Certificate of disability issued by a medical practitioner.	
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

- 4.6. 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 because of that person’s conduct.
 - (c) cancel the contract and claim any damages which it has suffered because 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.

<p>.....</p> <p>SIGNA TURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p> <p>DA TE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>

C.10 TAX CLEARANCE REQUIREMENT

IT IS A CONDITION OF BIDDING THAT

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C.11 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 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.

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. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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

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.

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 bid der

C.12 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

.....

SIGNATURE

.....

OFFICIAL STAMP

WITNESSES	
1
2
DATE:

C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL" and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder's Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE