

## TERMS OF REFERENCE

### IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL OF CONTRACTORS

**BID REF NO: IDTWC-CDP-2026-R**

**INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT PROGRAMME FOR THE CAPE TOWN METRO IN THE WESTERN CAPE REGION FOR GRADE 2GB PE, 3GB PE, 4 GB PE OR 5GB FOR A PERIOD OF THREE YEARS**

#### **BIDDER'S INFORMATION**

(Must be completed by Bidder)

|                          |  |
|--------------------------|--|
| Company Name             |  |
| Contact Person           |  |
| Cell / Tel Number        |  |
| E-mail Address           |  |
| CSD Number               |  |
| CRS Number               |  |
| CIDB Grade               |  |
| CIPC Registration Number |  |

**15 SEPTEMBER 2026**

**TENDER CLOSING DATE AND TIME:**  
**08 OCTOBER 2026; 12H00**

**ISSUED BY:**

#### **THE INDEPENDENT DEVELOPMENT TRUST**

IDT Western Cape Regional Office  
14th Floor Customs House  
Heerengracht Street  
Foreshore, Cape Town  
8001

**Website:** [www.idt.org.za](http://www.idt.org.za)

**Email for queries:** [WCDP@idt.org.za](mailto:WCDP@idt.org.za)

## Table of Contents

|                                                                                                                                                         |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| PART 1: BIDDING PROCEDURE .....                                                                                                                         | 3  |
| 1.1 BRIEFING SESSION: .....                                                                                                                             | 3  |
| 1.2 DESCRIPTION OF PROGRAMME .....                                                                                                                      | 4  |
| 1.3 PHASE 1: MANDATORY & ADMINISTRATIVE REQUIREMENTS: .....                                                                                             | 4  |
| 1.4 PHASE 2: FUNCTIONALITY .....                                                                                                                        | 5  |
| 1.5 TERMS AND CONDITIONS.....                                                                                                                           | 8  |
| AUTHORITY TO SIGN A BID .....                                                                                                                           | 15 |
| A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED<br>MEMBERS OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP<br>PROGRAMME..... | 18 |
| PROOF OF VALID CIDB REGISTRATION .....                                                                                                                  | 20 |
| VALID COIDA CERTIFICATE .....                                                                                                                           | 21 |
| PROOF OF RESIDENCE .....                                                                                                                                | 22 |
| NOMINEES CV AND ORIGINALLY CERTIFIED COPIES OF QUALIFICATIONS AND ID                                                                                    | 23 |
| APPOINTMENT LETTER/PURCHASE ORDER INDICATING (PROJECT DESCRIPTION<br>AND PROJECT VALUE) AND COMPLETION LETTER/CERTIFICATE .....                         | 24 |
| ORIGINALLY CERTIFIED COPIES OF DIRECTORS QUALIFICATIONS AND ID .....                                                                                    | 25 |
| SARS PIN LETTER .....                                                                                                                                   | 26 |

## PART 1: BIDDING PROCEDURE

### 1.1 BRIEFING SESSION:

Compulsory briefing session will be held on 23 September 2026 @ 10H00 at the Western Cape Regional Office located at:

#### **3<sup>rd</sup> Floor Customs House**

Heerengracht Street  
Foreshore  
Cape Town  
8001

For enquiries: Nandiswa Nyala (CDP Coordinator): [WCDP@idt.org.za](mailto:WCDP@idt.org.za)

All bids must be submitted to the IDT Western Cape Offices at the following physical address:

#### **14<sup>th</sup> Floor Customs House**

Heerengracht Street  
Foreshore  
Cape Town  
8001

Bids that are submitted in any other place other than the above mentioned will not be considered.

## GENERAL BID INFORMATION

Documents will be available free of charge online from **15 September 2026** on the following websites:

- E-tender – [www.etenders.gov.za](http://www.etenders.gov.za)
- IDT website - [www.idt.org.za](http://www.idt.org.za)

**Type** : Open Tender

**Validity Period** : 90 days

**Contract period** : Three Years

- **Bidders queries will be attended to only up to 5 Calendar days before closing date.**
- **Unsuccessful Bidders will not be notified. If you do not receive any response from IDT regarding this bid after 3 months from closing date, please consider your bid unsuccessful.**

## 1.2 DESCRIPTION OF PROGRAMME

The Independent Development Trust (IDT), listed in terms of the Public Finance Management Act (PFMA) as a Schedule 2 entity that is mandated to provide social infrastructure delivery management services as a contribution to the national development agenda. The entity delivers social infrastructure through a participatory approach leaning towards people centeredness and incorporates the empowerment of historically vulnerable groups' in its development efforts and performance indicators.

The IDT is implementing a Contractor Development Programme (CDP) in partnership with the CIDB and the Department of Public Works and Infrastructure to:

- Improve the grading status of contractors in targeted categories and grades;
- Increase the number of black women, disabled, and youth-owned companies in targeted categories;
- Create sustainable contracting enterprises by enabling continuous work through a competitive process;
- Improve the performance of contractors in terms of quality, employment practices, skills development, safety, health and the environment; and
- Improve the business management and technical skills of contractors.

### Bid Evaluation Process

The bid evaluation process shall be carried out in two (2) phases, namely:

- **Phase 1:** Screening of Mandatory and Administrative Compliance.
- **Phase 2:** Functionality - Evaluation Process.

## 1.3 PHASE 1: MANDATORY & ADMINISTRATIVE REQUIREMENTS:

### 1.3.1 Mandatory administrative documents to be submitted

- a) Submission of fully completed and signed Bidder's Invitation to Bid (SBD 1)
- b) Submission of fully completed and signed Bidder's Disclosure (SBD 4).
- c) Valid Tax Compliance letter or Unique PIN

### 1.3.2 Mandatory Requirements

- a) Authority to sign bid document.
- b) A completed affidavit (template provided) for the two nominated members of the entity who undertake full commitment to the IDT CDP programme.
- c) Proof of valid and active CIDB registration for Grade 2GB PE, 3GB PE, 4 GB PE or 5GB.
- d) Proof of registration with CIPC (Bidders must be registered by the closing date and time of the tender)
- e) Valid COIDA certificate issued by the Department of Labour / FEM certificate (Not applicable to sole proprietors)
- f) Proof of CSD registration (The bidders should be registered on the CSD system by the closing date and time of the tender)
- g) Confirmation of receipt of addendum, if applicable
- h) Attendance to compulsory briefing meeting

**NB: Bidders who fail to comply with any of the compulsory requirements will be disqualified.**

- The CDP will not allow Joint Venture / Consortium to bid for this programme.
- The IDT reserves the right to verify the validity of the submitted documents

## STAGE OF AWARD

The following returnable document may be submitted together with the tender document. Validity of this documentation will be verified at the time of recommendation and award.

1. Valid tax compliance letter with a unique pin

**NB:** In terms where the recommended bidder tax matters are not in order, the bidder will be given within seven working days to rectify their tax matters with SARS. Failure to do so the bid submitted by the bidder will be rejected as indicated in the National Treasury SCM prescript No. 9 of 2017/2018. The IDT will comply with clause 4.2 of the National Treasury SCM prescript No. 9 of 2017/2018 when verifying bidders tax compliance status.

**NB:** Bidders must note that the tax compliance will be verified at the Bid Evaluation Committee when recommended and during the BAC meeting when they are awarded.

## 1.4 PHASE 2: FUNCTIONALITY

Stage two (2) entails the process of evaluation of functionality / technical requirements.

Only bidders who meet the minimum threshold of 70 Points will be eligible to be appointed to participate in the panel.

### EVALUATION CRITERIA:

| VARIABLES                                                         | DESCRIPTION OF CRITERIA                                                                                                                                                                                                                                                                         | CRITERIA                                                                                          | POINTS | TOTAL POINTS |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------|--------------|
| <b>FUNCTIONALITY POINTS</b>                                       |                                                                                                                                                                                                                                                                                                 |                                                                                                   |        | <b>100</b>   |
| Relevant Qualifications for the nominated employee of the company | Points allocated for possession of relevant documents i.e., CV (company employee), Originally Certified Copies of Qualifications and Identity document (Not older than 6 months).<br><b>NB. Failure to submit all of the above mentioned documents will result in non-allocation of points.</b> | Degree in built environment, CV, Certified Copies of ID (Not older than 6 months)                 | 32     | <b>32</b>    |
|                                                                   |                                                                                                                                                                                                                                                                                                 | National Diploma in built environment, CV, Certified Copies of ID (Not older than 6 months)       | 22     |              |
|                                                                   |                                                                                                                                                                                                                                                                                                 | National certification in built environment, CV, Certified Copies of ID (Not older than 6 months) | 12     |              |
|                                                                   |                                                                                                                                                                                                                                                                                                 | No Submission                                                                                     | 0      |              |

| VARIABLES                                                | DESCRIPTION OF CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CRITERIA                           | POINTS | TOTAL POINTS |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------|--------------|
| Proof of Building Construction experience (track record) | Points will be allocated for submission of appointment letter (indicating Project Description and Project value), Completion letter and Final Completion Certificate<br><br><b>NB. Failure to submit all of the above mentioned documents will result in non-allocation of points.</b>                                                                                                                                                                                                                                                                                                                | <b>CLUSTER A (2 &amp; 3 GB PE)</b> |        | <b>36</b>    |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 Completed Projects               | 36     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 Completed Projects               | 24     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 Completed Project                | 12     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0 Completed Projects               | 0      |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CLUSTER B (4 GB PE)</b>         |        |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 Completed Projects               | 36     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 Completed Projects               | 24     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 Completed Projects               | 12     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0 Completed Projects               | 0      |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>CLUSTER C (5 GB)</b>            |        |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 Completed Projects               | 36     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 Completed Projects               | 24     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 Completed Projects               | 12     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0 Completed Projects               | 0      |              |
| Locality within Western Cape Province                    | Attachment of any copy of the following documents:<br>(1) Title deed, letter from a traditional authority or municipal statement which should not be older than 3(three) months or<br>(2) A formal lease agreement together with lessor's municipal account or letter from the traditional authority.<br><br><b>NB: Failure to submit all of the above-mentioned documents will result in non-allocation of points.</b><br><br><b>NB: The physical address given in the SBD 1 will be used and should be consistent or the same as the preferred address in the Central Supplier Database report.</b> | Locality in the Metro              | 32     | <b>32</b>    |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Locality outside the Metro         | 10     |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Locality outside the Western Cape  | 0      |              |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |        |              |
| TOTAL                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |        | <b>100</b>   |
| Minimum threshold required                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |        | <b>70</b>    |

### Panel Allocation

The allocation will be based on points scored for functionality in ascending order

## Project allocation

The successful bidders will be invited for close competitive bidding (Two-stage evaluation: Mandatory requirements and price and preference points) for all infrastructure procurement operations over the three-year period on "as and when" basis.

## SELECTION STRATEGY

This Selection Strategy sets out how the IDT Western Cape Region will manage the CDP panel once bidders have been appointed, including how projects will be assessed, how Requests for Quotation (RFQs) will be issued to panel members, how risk will be managed, and how contracts will be awarded to meet project and business goals.

- Needs identification and complexity assessment: Prior to releasing a project, the IDT Western Cape Region will assess the scope, estimated value, technical complexity, and risk profile of the project to determine the appropriate CIDB grading cluster(s) (2GB PE, 3GB PE, 4GB PE or 5GB) on the panel from which quotations will be sought.
- Issuing Requests for Quotation (RFQs): Panel members within the applicable cluster and locality will be invited to submit quotations for the specific project through an RFQ process, issued on a rotational and/or close competitive bidding basis as set out under Project Allocation.
- Two-stage evaluation of RFQ responses: Quotations received in response to an RFQ will be evaluated in two stages. Stage 1 – Mandatory Requirements: the bidder's submission will be checked against the mandatory requirements applicable at the time of the RFQ, including the resubmission of any mandatory documents that have since expired (such as tax compliance status, CIDB registration, CSD registration, and other statutory or compliance documents with a limited period of validity). Only bidders who comply with all mandatory requirements will proceed to Stage 2. Stage 2 – Price and Preference Points: quotations from bidders who passed Stage 1 will be evaluated on price and the applicable preference points, in line with the panel allocation criteria and IDT Specific Goals set out in this document, to determine the bidder offering the best value to the IDT.
- Risk management: The IDT will monitor the performance, financial capacity, and continued compliance status (including tax compliance, CIDB registration, and CSD registration) of panel members throughout the three-year contract period, and reserves the right to withhold further RFQs from, or remove from the panel, any bidder found to pose an unacceptable risk to project or business delivery.
- Award of contracts: The contract for each project will be awarded to the bidder whose quotation best meets the specific project and business goals of the IDT, taking into account price, functionality, preference points, and the IDT Specific Goals (women, youth, people with disabilities, and black people ownership).
- Monitoring and review: This Selection Strategy will be applied consistently for the duration of the panel period and may be reviewed and updated by the IDT Western Cape Region as operational requirements evolve.

## 1.5 TERMS AND CONDITIONS

This Invitation to bid has been compiled by the IDT. It is being made available, on the same basis, to all bidders. Bidders response to this invitation will be deemed to be on the basis that they acknowledge and accept the terms set out below:

- The Bidder's attention is specifically drawn to the fact that appointment to the CDP panel will not necessarily result in the bidder being awarded work from the IDT.
- IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
- The IDT reserves the right to amend, modify or withdraw this Invitation to bid or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid document in response to the Invitation to bid.
- Any material change in the control and/or composition of any ownership or any core member of a company after submission of a bid document, shall require the prior written approval of the IDT, and any failure to seek such approval from the IDT shall result in the IDT being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bidding process. The IDT shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any bidder, and as to what constitutes a "core member of a bidder for purposes of such approval. Any request for such approval shall be made to the IDT in writing and shall provide sufficient reasons and information to allow the IDT to make a decision. The IDT reserves the right to accept or reject any such request for approval in its sole discretion
- Any requirement set out in this bid document that stipulates the form and/or content of any aspect of a bid, is stipulated for the sole benefit of the IDT, and save as expressly stated to the contrary, may be waived by the IDT in its sole discretion at any stage in the bidding process.
- IDT and its advisors may rely on this process as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- All bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the bidders. Proprietary information should be identified as such in each proposal.
- If the IDT amends these terms of reference, the amendment will be sent to each bidders in writing. No oral amendments by any person will be considered or acknowledged.
- This document is released solely for this purpose and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this document is strictly prohibited.
- Successful Bidders will be subjected to Tax Verification before appointment into the CDP panel and allocation of projects.



## SBD 1

### PART A INVITATION TO BID

|                                                                                            |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------|------------------------------------------------------|----------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST</b> |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| <b>BID NUMBER:</b>                                                                         | IDTWC-CDP-2026-R                                                                                                                                                                                                                 | <b>CLOSING DATE:</b> | 08 OCTOBER 2026                                | <b>CLOSING TIME:</b>                                 | 12:00 PM |
| <b>DESCRIPTION</b>                                                                         | INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT PROGRAMME FOR THE CAPE TOWN METRO IN THE WESTERN CAPE REGION FOR 2GB PE, 3GB PE, 4GB PE OR 5GB FOR A PERIOD OF THREE YEARS |                      |                                                |                                                      |          |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b> |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| IDT WESTERN CAPE REGIONAL OFFICE                                                           |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| 14TH FLOOR, CUSTOMS HOUSE                                                                  |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| HEERENGRACHT STREET, FORESHORE,                                                            |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| CAPE TOWN, 8001                                                                            |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                     |                                                                                                                                                                                                                                  |                      | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                      |          |
| CONTACT PERSON                                                                             | LETLHOGONOLO KUTU                                                                                                                                                                                                                |                      | CONTACT PERSON                                 | NANDISWA NYALA                                       |          |
| TELEPHONE NUMBER                                                                           | N/A                                                                                                                                                                                                                              |                      | TELEPHONE NUMBER                               | N/A                                                  |          |
| FACSIMILE NUMBER                                                                           | N/A                                                                                                                                                                                                                              |                      | FACSIMILE NUMBER                               | N/A                                                  |          |
| E-MAIL ADDRESS                                                                             | <a href="mailto:WCDP@idt.org.za">WCDP@idt.org.za</a>                                                                                                                                                                             |                      | E-MAIL ADDRESS                                 | <a href="mailto:WCDP@idt.org.za">WCDP@idt.org.za</a> |          |
| <b>SUPPLIER INFORMATION</b>                                                                |                                                                                                                                                                                                                                  |                      |                                                |                                                      |          |
| 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:                                                                                                                                                                                                       |                      | <b>OR</b>                                      | CENTRAL SUPPLIER DATABASE No:                        | MAAA     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                             |                                                                                 |                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p> | <p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i></p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
| <p><b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |                                                                                 |                                                                                                               |
| <p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES<br/> <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES<br/> <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?<br/> <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES<br/> <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/><br/>         YES <input type="checkbox"/> NO</p> <p><b>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.</b></p> |                                                                                             |                                                                                 |                                                                                                               |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p> |

**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: .....

## **BIDDER'S DISCLOSURE**

### **1.1 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.

### **2.1 Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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.

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of State institution</b> |
|------------------|------------------------|----------------------------------|
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |
|                  |                        |                                  |

<sup>1</sup> 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.

## SBD 4

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;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.

---

<sup>2</sup> 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.

**SBD 4**

- 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

## AUTHORITY TO SIGN A BID

### COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

### AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on .....20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

(PRINT NAME)

SIGNATURE OF SIGNATORY: .....

DATE: .....

WITNESSES: 1..... 2.....

**SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the  
sole owner of the business trading as.....

.....

SIGNATURE..... DATE.....



## CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf. By resolution of members at a meeting on ..... 20..... at

.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

.....

(PRINT NAME) IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1..... 2.....

**A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED MEMBERS OF THE  
ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME**

**NOMINATION FORM 1**

I Mr/Ms ..... the Director of the company,  
..... Nominate Mr/Ms .....to serve and  
represent our company in the IDT Contractor Development Programme for the period of three (3) years of the  
panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required  
qualifications as specified in the tender document.

I Mr/Ms ..... ID No: .....  
accept/reject (delete that which does not apply) the nomination to serve and represent the company in the  
CDP programme for a period of three (3) years.

Name .....

Signature ..... Date.....

Company Director

**A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME**

**NOMINATION FORM 2**

I Mr/Ms ..... the Director of the company,

..... Nominate Mr/Ms .....to serve and

represent our company in the IDT Contractor Development Programme for the period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required qualifications as specified in the tender document.

I Mr/Ms ..... ID No: .....

accept/reject (delete that which does not apply) the nomination to serve and represent the company in the CDP programme for a period of three (3) years.

Name .....

Signature ..... Date.....

Company Director

## PROOF OF VALID CIDB REGISTRATION

(Proof of valid CIDB registration Grade 2GB PE, 3 GB PE, 4GB PE or 5GB)

## VALID COIDA CERTIFICATE

(Valid copy of COIDA / FEM Certificate)  
This does not apply to sole proprietors

## **PROOF OF RESIDENCE**

(MUNICIPAL BILL OR LEASE AGREEMENT ACCOMPANIED BY LANDLORD'S BILL AND PROOF OF PAYMENT NOT OLDER THAN 3 MONTHS)

## **NOMINEES CV AND ORIGINALLY CERTIFIED COPIES OF QUALIFICATIONS AND ID**

**APPOINTMENT LETTER/PURCHASE ORDER INDICATING (PROJECT DESCRIPTION AND PROJECT  
VALUE) AND COMPLETION LETTER/CERTIFICATE**



**ORIGINALLY CERTIFIED COPIES OF DIRECTORS QUALIFICATIONS AND ID**

## SARS PIN LETTER