INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL (RFP): **APPOINTMENT OF AN IMPLEMENTATION PARTNER TO INTEGRATE INFORMATION AND RECORDS MANAGEMENT OPERATING MODEL AND GOVERNANCE FRAMEWORK**

RFP number	**T69/11/26**
Closing date and time	**11 December 2026 @ 11h00 AM**
Tender validity period	**120 days from the closing date and time**
Responses to this RFP should ONLY be forwarded to:	https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAO96tcencgSZ92WOiUDDLdATk95-GoYcJmOiniR73L60Q

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

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

2. ENQUIRIES

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

Name: **Ntombifikile Mokgeseng**

Telephone Number: Office: **011 269 3767**

Email address: **ntombifikilem@idc.co.za**

2.2. Enquiries in relation to this RFP will not be entertained after **3 December 2026 at 16h00.**

2.3. The enquiries will be consolidated, and IDC will issue one response, and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.

2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

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

4. INSTRUCTIONS ON SUBMISSION OF BIDS

4.1. Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.

4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.

4.3. The closing date for the submission of bids is **11 December 2026** not later than 11h00 AM (before midday). No late bids will be considered. Bids must only be sent to https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAO96tcencgSZ92WOiUDDLdATk95-GoYcJmOiniR73L60Q . Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is received by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAO96tcencgSZ92WOiUDDLdATk95-GoYcJmOiniR73L60Q

4.4. Bidders are advised to submit / send its bid responses at least 30 minutes before the 11h00 AM deadline to avoid any technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.

4.5. The IDC will not be held responsible for any of the following:

4.5.1. bid responses sent to the incorrect email address.

4.5.2. bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.

4.5.3. any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.

4.5.4. bid responses received late due to any IT network related congestions and/or technical challenges; and

4.5.5. bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.

4.6. Only responses received via the specified email address will be considered.

4.7. Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAO96tcencgSZ92WOiUDDLdATk95-GoYcJmOiniR73L60Q by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**

4.8. Amended bids may be sent to the electronic tender box https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgAO96tcencgSZ92WOiUDDLdATk95-GoYcJmOiniR73L60Q **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. PREPARATION OF BID RESPONSE

5.1. All the documentation submitted in response to this RFP must be in English.

5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3. Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.

5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor must not hold lower % of the contract value than **any** of the subcontractors.

6. SUPPLIER PERFORMANCE MANAGEMENT

6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

6.3. Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

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

8. IDC'S RIGHTS

8.1. The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2. The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and financially advantageous to the IDC.

8.3. The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.4. The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

8.5. The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

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

8.7. The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

9.1. By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2. The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

9.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.

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

10. REASONS FOR DISQUALIFICATION

10.1. The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and remain non-compliant.

10.1.2. bidder who submits incomplete information and documentation according to the requirements of this RFP document.

10.1.3. bidder who submits information that is fraudulent, factually untrue, or inaccurate information.

10.1.4. bidder who receives information not available to other potential bidders through fraudulent means.

10.1.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFP document.

10.1.6. bidder who fails to comply with POPIA requirements as listed herein.

10.1.7. bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

11. RETURNABLE SCHEDULES

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

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

11.2. Schedule 1:

11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

11.3. Schedule 2:

11.3.1. Copy of Board Resolution, duly certified.

11.3.2. Originally certified copy of ID document for the Company Representative.

11.3.3. Annexure 2: Acceptance of Bid Conditions and Bidder's Details (duly completed and signed).

11.3.4. Annexure 3: Tax Compliance Requirements (duly completed and signed).

11.3.5. Annexure 4: Bidders Disclosure (duly completed and signed).

11.3.6. Annexure 5: Shareholders and Directors Information (duly completed and signed)

11.3.7. Annexure 6: BEE Commitment Plan.

11.3.7.1. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

11.3.8. Annexure 7 Disclosure Statement (duly responded to).

11.3.9. Annexure 8 Privacy & Protection of Personal Information (duly completed and signed, if applicable).

11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

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

11.4. Schedule 3:

Response to Section 2: Functional Requirements Specification, in line with the format indicated in this RFP document.

11.4.1. Annexure 1: Response format for section 2 of this RFP document duly completed and signed.

11.5. Schedule 4:

Price Proposal (response to Section 3 Cost Proposal of this RFP document).

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

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

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

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.2 above.
- BEE Status Certification as referenced in 11.3.7.1 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
  - Section 3: Cost Proposal and Price Declaration Form.
  - Annexure 1: Response Format For Section 2 (Bidders Experience & Project Team)
  - Annexure 2: Acceptance of Bid Conditions And Bidders Details
  - Annexure 3: Tax Compliance Requirements.
  - Annexure 4: Bidder's Disclosure.
  - Annexure 5: Shareholders' Information/ Group Structure.
  - Annexure 6: BEE Commitment Plan.
  - Annexure 7: Disclosure Statement.
  - Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

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

12.2. Phase 2: Technical/ Functionality Evaluation

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

12.2.1. Mandatory Functional/ Technical Requirements

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

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

12.2.2. Other Functional/ Technical Requirements

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

No.	ELEMENT	WEIGHT
1	BIDDER'S EXPERIENCE IN IMPLEMENTING ENTERPRISE-WIDE TRANSFORMATION PROJECTS	15
2	BIDDER'S EXPERIENCE IN IMPLEMENTING AN EDRMS SYSTEM IN A LARGE ORGANISATION	15
3	BIDDERS' PROPOSED METHODOLOGY AND APPROACH	15
4	QUALIFICATIONS, SKILLS, AND EXPERIENCE OF THE TEAM	15
	TOTAL	60%

Note: Bidders who score 42 points out of 60 points or more in total for the functional/technical requirements, will be shortlisted for demonstration.

No.	ELEMENT	WEIGHT
1	PRESENTATION	20
2	PRACTICAL DEMONSTRATION	20
	TOTAL	40

Note: All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements, including the demonstrations (meaning less than 70 points out of 100 points), will not be considered for further evaluations - Price and Specific goals.

12.3. Phase 3: Preference Point System

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

CRITERIA	POINTS
Price	80
Specific Goals[1]	20
TOTAL	100

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

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

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

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

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women
- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes ("ESOPs") with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

12.4. Phase 4: Objective Criteria

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

12.4.1. Objective Criteria are:

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

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

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

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

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. SPECIAL INSTRUCTIONS TO BIDDERS

1.1. Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.

1.2. Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

2. BACKGROUND INFORMATION

2.1. Background

The Industrial Development Corporation (IDC) has embarked on the Integration of Information Management (IIM) Project as a strategic initiative to modernise and integrate the management of records and information across the organisation. The initiative forms part of IDC's broader digital transformation programme and seeks to establish information as a strategic enterprise asset that supports regulatory compliance, sound governance, risk management, operational efficiency, knowledge preservation and informed decision-making.

The initiative responds to the increasing regulatory, governance, operational and digital transformation requirements, demands placed on the IDC as a Schedule 2 public entity operating under, amongst others:

- Public Finance Management Act (PFMA)
- National Archives and Record Service of South Africa Act (NARSSAA)
- Protection of Personal Information Act (POPIA)
- Promotion of Access to Information Act (PAIA)
- Minimum Information Security Standards (MISS),
- Electronic Communications and Transactions Act (ECTA) and
- Other applicable legislative, regulatory and governance requirements.

To strengthen information governance and records management across the enterprise, IDC developed and approved the following foundational frameworks:

i. Records and Information Management Governance Framework (RIMGF), which establishes governance principles, accountability structures, roles, and oversight mechanisms, and the governance requirements necessary for effective management of information and records across the IDC; and

ii. Records Management Operating Model (RMOM), which provides the operational blueprint for managing records and information throughout their lifecycle across physical, electronic and hybrid environments, including policies, procedures, standards, controls, capabilities and supporting technologies.

2.2. Current Information System Infrastructure

IDC currently operates within a complex hybrid information environment consisting of legacy repositories, physical records, line-of-business systems, network shared drives, and Microsoft 365 technologies. Information is presently stored across multiple platforms, resulting in varying levels of governance, classification, retention management, accessibility and compliance oversight.

As part of its target-state architecture, IDC has adopted Microsoft 365 as the strategic platform for enterprise information and records management. SharePoint Online has been designated as the primary Electronic Document and Records Management System (EDRMS), supported by Microsoft Purview for information governance, records management, retention, compliance management, information protection, auditability and lifecycle management.

The Microsoft 365 ecosystem includes SharePoint Online, Microsoft Teams, OneDrive for Business, Exchange Online, Viva Connections, the Microsoft Power Platform and Microsoft Copilot capabilities. These platforms are intended to be integrated, with key business systems including SAP ERP, Siron, Microsoft Dynamics 365, Kofax and other operational applications where business records are created, processed or maintained.

Notwithstanding this modernisation journey, significant volumes of information and records remain distributed across legacy systems, historical SharePoint environments, line-of-business applications, network shared drives and physical storage facilities. This fragmented environment presents challenges relating to information governance, records lifecycle management, regulatory compliance, discoverability, duplication, retention management and information security.

To address these challenges, IDC requires the implementation of an integrated Information and Records Management capability that embeds consistent governance controls, records management processes, metadata standards, retention and disposal requirements, information protection measures and auditability across all physical, electronic and hybrid information environments.

The programme will further require the migration of records from legacy repositories, the digitisation of physical records, the establishment of enterprise-wide records inventories, and the implementation of controls that support regulatory compliance, preservation of the evidential value and integrity of records throughout their lifecycle, information accessibility and business continuity.

2.3. Purpose of the assignment

The purpose of this assignment is to appoint a suitably qualified and experienced implementation partner to work alongside IDC in implementing the Integration of Information Management (IIM) Project in accordance with the approved Records and Information Management Governance Framework, Records Management Operating Model and the approved implementation roadmap.

The appointed bidder will be required to implement and operationalise governance structures, records management processes, technology-enabled controls, records migration and digitisation activities, organisational change management interventions, capability development initiatives, and continuous compliance monitoring mechanisms to ensure that records and information

management are fully embedded within IDC's business processes, systems, governance structures and organisational culture.

2.4. Objectives

IDC's strategic objective is to establish a unified enterprise-wide Information and Records Management (IRM) environment that enables the effective management of records and information throughout their lifecycle, irrespective of format, location or technology platform, including.

The target-state architecture must provide consistent records classification, access control, retention and disposal management, governance, compliance, and traceability across the enterprise, positioning information as a strategic asset that supports regulatory compliance, risk management, operational efficiency, digital transformation, analytics, and enhanced service delivery. To achieve this objective, the implementation programme must enable IDC to:

- **i.** Achieve and sustain compliance with applicable legislative, regulatory, and governance requirements;
- **ii.** Operationalise the approved Information Governance Framework and Records Management Operating Model across the organisation
- **iii.** Integrate physical, electronic and hybrid records management within a single enterprise-wide governance framework;
- **iv.** Implement records and information management controls across SharePoint Online, other Microsoft 365 services and relevant business systems where records are created, stored or managed;
- **v.** Manage records throughout their lifecycle, from creation or receipt through classification, storage, use, retention, preservation, archiving, migration and lawful disposal;
- **vi.** Digitise and govern physical records in a manner that preserves their authenticity, integrity, reliability, usability and evidential value;
- **vii.** Support IDC's digital transformation, information governance initiatives and modernisation initiatives;
- **viii.** Improve information accessibility, accountability, transparency, risk management, and operational efficiency across the enterprise;
- **ix.** Build sustainable organisational capability through structured change management, user adoption, awareness and training programmes; and
- **x.** Establish continuous monitoring, reporting and improvement mechanisms to measure compliance, maturity and the effectiveness of records and information management practices across the IDC.

3. SCOPE OF WORK/TERMS OF REFERENCE

3.1. Scope of work

The appointed bidder shall act as IDC's implementation partner and work alongside designated IDC officials to implement the Integration of Information Management (IIM) Programme and establish a unified enterprise-wide Information and Records Management (IRM) environment. The bidder will be responsible for planning, coordinating, implementing, integrating and operationalising records and information management capabilities across governance, people, processes, information assets and technology platforms in accordance with the approved Records and Information Management Governance Framework (RIMGF), Records Management Operating Model (RMOM), implementation roadmap, applicable legislative and regulatory requirements, and the Generally Accepted Recordkeeping Principles (GARP).

The implementation shall cover physical, electronic and hybrid record environments and establish the governance, processes and technology required for effective records and information management. This will include systems integration, records migration, digitisation of physical records, change management, capability development, compliance monitoring, continuous improvement and the transfer of knowledge and skills to IDC resources. The scope of work shall include the following workstreams:

3.1.1. Implement the Records and Information Management Governance Framework (RIMGF)

This workstream focuses on operationalising and embedding information governance principles; accountability structures and oversight mechanisms into IDC decision making, risk management, audit, and performance management processes. Activities shall include:

- Operationalising governance structures, including roles, responsibilities, escalation mechanisms and decision-making forums;
- Embedding records and information management (RIM) accountability within business units, Information Technology (IT), Enterprise Risk Management, Compliance Management and Internal Audit functions;
- Aligning records and information management governance with corporate strategy, enterprise risk management, business continuity and disaster recovery, audit and compliance frameworks;
- Establishing governance reporting mechanisms, performance indicators and monitoring processes; and
- Supporting governance maturity assessments and continuous governance improvement initiatives.

3.1.2. Operationalise the Records Management Operating Model (RMOM)

This workstream aims to institutionalise a standardised enterprise-wide operating model for records and information management across the IDC. Activities shall include:

- Implementation and operationalisation of approved records and information management policies, procedures, standards; frameworks and templates;
- Alignment of existing business policies, procedures and operating practices with RIMGF and RMOM requirements;
- Operationalisation of file plans, retention schedules, disposal processes, disposition processes and audit trails; and
- Supporting regulatory alignment with NARSSA, POPIA, PAIA, MISS and other applicable legislative and regulatory requirements.

3.1.3. Implement and integrate Records and Information Management (RIM) controls

This workstream focuses on implementing records and information management controls across **physical, electronic and hybrid records environments**, including Electronic Document and Records Management System (EDRMS SharePoint online), the Microsoft 365 ecosystem and other enterprise systems. Activities shall include:

- Development and implementation of records lifecycle management capabilities within SharePoint Online and the EDRMS environment;
- Assessment and implementation of RIM controls within systems containing records and information, including but not limited to Microsoft Teams, Outlook, SharePoint Online, Microsoft Purview, SAP ERP, Microsoft Dynamics 365, Siron, NextCloud, Diligent and Kofax;

- Integration of records management requirements into line-of-business systems where records are created, processed or stored;
- Configuration of metadata structures, records classification schemes, retention controls, access control and audit functionality and information lifecycle management requirements across systems;
- Configuration and operationalisation of Microsoft Purview capabilities, including retention management, compliance controls, records management and information protection requirements;
- Establishment of an enterprise-wide records register covering all physical, electronic and hybrid records across the information landscape;
- Development and execution of records migration strategies for legacy repositories, including SharePoint 2013 environments, network drives and other legacy repositories;
- Records clean-up, appraisal, classification and preparation activities prior to migration;
- Validation of migrated records to ensure completeness, integrity, accessibility, authenticity and regulatory compliance; and
- Planning and execution of the EDRMS go-live and transition into operational support.

Key systems within scope include:

APPLICATION	HOST
Microsoft Suit	Cloud-based
SAP	On premises
MS Dynamics	Cloud-based
Siron	On premises
NextCloud	On premises
Diligent	Cloud-based
Kofax	On premises

3.1.4. Digitisation of Physical Records (Regulatory and Standards-Aligned Requirements)

This workstream focuses on the digitisation, indexing and governance of physical records to support the establishment of an integrated hybrid records management environment.

The appointed bidder shall digitise physical records stored on-site and off-site and manage the resulting electronic records in a manner that preserves authenticity, integrity, reliability, usability, confidentiality and evidential value in accordance with IDC policies and applicable legislation, including POPIA and NARSSA.

Activities shall include:

- Development and implementation of digitisation methodologies, processes and quality assurance procedures;
- Establishment and maintenance of auditable chain-of-custody processes for all records undergoing digitisation;
- Secure collection, preparation, scanning, indexing, quality assurance and management of physical records;
- Metadata capture and alignment with IDC file plans, retention schedules and classification frameworks;
- Quality control and validation of digitised records;
- Implementation of appropriate information security controls, including encryption, secure transfer and access management;
- Provision of audit logs and tracking information relating to digitisation activities; and
- Secure handling, return, retention or destruction of source materials in accordance with IDC requirements.

3.1.5. Implement Change Management, Training, Capability Building and Knowledge Transfer

This workstream supports the sustainable adoption and institutionalisation of RIM practices across IDC through structured change management and capacity development.

Activities shall include:

- Development and execution of change management interventions aligned with the IIM roadmap;
- Stakeholder engagement, communication campaigns and awareness initiatives;
- Delivery of role-based training programmes for business users, information owners, governance structures, records practitioners and support personnel;
- Provision of administrator and operational support training for designated IDC personnel;
- Delivery of structured knowledge transfer programmes and mentoring to IDC resources;
- Development of operating procedures, user guides, support documentation and sustainability plans; and
- Establishment of sustainable organisational capability to support long-term adoption and behavioural change.

The initial training audience is expected to include:

Target group	Estimated no.
• General staff – All IDC employees	900
• Records Management staff - All	25
• Records Electronic Content – Support staff	5
• IT support staff	5
• Information owners	50

Note: The above numbers are indicative only and may change based on organisational requirements.

3.1.6. Implement Continuous Monitoring of RIM, Compliance Reporting and Continuous Improvement

This workstream focuses on ensuring sustainability, ongoing compliance, visibility and continual improvement of RIM practices.

Activities shall include:

- Implementation of records and information management performance measures and reporting capabilities;
- Development and implementation of compliance monitoring mechanisms;
- Periodic maturity assessments against the IGF, RMOM and recognised industry best practices;
- Integration of information governance risks into IDC's enterprise risk management processes;
- Implementation of information breach management and reporting processes;
- Development of recommendations for continuous improvement and roadmap refinement;
- Establishment and operationalisation of critical records management tools, including:

    - Master Records Register;
    - Records Helpdesk and Support Management System;
    - Change Control Register;
    - Records and Information Management Dashboard and Analytics Capability;
    - Compliance Monitoring and Reporting Framework.

3.2. Expected Outputs

The implementation of the programme shall produce, at a minimum, the following outputs:

- Fully operationalised Records and Information Management Governance Framework and Records Management Operating Model;
- Governance structures, accountability matrices and reporting mechanisms;
- Configured and operational SharePoint Online, Microsoft Purview and associated Microsoft 365 records management capabilities;
- Implemented records and information management controls across business systems and repositories;
- Enterprise-wide Records Inventory covering physical, electronic and hybrid records;
- Approved migration strategy, migration execution reports, data validation reports and compliance assurance reports;
- Digitisation outputs, metadata registers, quality assurance reports and chain-of-custody records;
- Training material, knowledge-transfer artefacts and training completion reports;
- Compliance reporting, maturity assessment reports, records dashboards and analytics;
- Operational procedures, support documentation and sustainability plans;
- Comprehensive handover documentation and skills-transfer deliverables to support the ongoing operation and continuous improvement of the Information and Records Management environment.

3.3. Out of Scope

The following activities are explicitly excluded from the scope of this proposal:

- Internal organisational design and people-management decisions: The Service Provider shall not be responsible for making or implementing internal organisational design, governance or people-management decisions. This includes, but is not limited to, the evaluation, grading, appointment, promotion, transfer or allocation of employees; the approval of new or revised positions; changes to organisational structures; and decisions relating to the assignment of employees to roles within the approved operating model. These activities shall remain the sole responsibility of the Employer. The Service Provider may, however, provide recommendations regarding the roles, responsibilities, competencies, capacity requirements and reporting structures necessary to support the effective implementation of the proposed operating model.

- Procurement and provision of systems and infrastructure: The procurement, acquisition, licensing, development, implementation, hosting, supply or provision of any technology, software, hardware, systems, equipment or infrastructure required to support the implementation of the recommended solution or operating model is expressly excluded from the scope of services. The Service Provider may make recommendations regarding system, technology and infrastructure requirements but shall bear no responsibility for the procurement, contracting, implementation or ongoing support of such systems or infrastructure.

4. PROJECT TIMELINES

The appointed service provider(s) will be required to start immediately after award. The expected duration of the above deliverables will be 36 months from the start date.

5. TECHNICAL EVALUATION CRITERIA

5.1. Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1. BIDDER'S EXPERIENCE - ENTERPRISE-WIDE TRANSFORMATION PROJECTS	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate experience in delivering enterprise-wide Information and Records Management (IRM), Information Governance, and Microsoft 365-based records management solutions within large and complex organisations comprising at least 500 employees or equivalent operational complexity. The bidder must provide a minimum of three (3) reference projects completed within the last ten (10) years demonstrating experience in: i. Information Governance and Records Management; ii. SharePoint Online-based EDRMS implementations; iii. Microsoft Purview records management; and iv. Compliance, records migration, and records digitisation. The reference projects must further demonstrate the bidder's knowledge and practical application of relevant regulatory and governance frameworks, including NARSSA, POPIA, PAIA, and MISS, with bidders required to describe how compliance with these frameworks was incorporated into the project. At least two (2) reference projects must have been delivered within any of the following environments: a public sector institution, state-owned entity, development finance institution, and government department. For each reference project, the bidder must provide the client's name, project description, and contactable references. Failure to provide the required reference details will render the reference invalid. Refer to **Table (a), Annexure 1** for the prescribed response format.			
Substantiate / Comments			

5.1.2. BIDDER'S EXPERIENCE - EDRMS SYSTEM	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate relevant experience in Information and Records Management (IRM) and Electronic Document and Records Management Systems (EDRMS) within large and complex organisations comprising at least 500 employees or equivalent operational complexity. The bidder must provide three (3) reference projects completed within the last ten (10) years that collectively demonstrate experience in: **i.** Information Governance and Records Management frameworks; **ii.** SharePoint Online and Microsoft 365-based EDRMS implementations; **iii.** Microsoft Purview records management; and **iv.** Compliance solutions, records migration, and records digitisation. The reference projects must further demonstrate the bidder's knowledge and practical application of relevant regulatory and governance frameworks, including NARSSA, POPIA, and PAIA, with bidders required to describe how compliance with these frameworks was incorporated into the project. At least two (2) reference projects must have been delivered within any of the following environments: a public sector institution, state-owned entity, development finance institution, and government department. For each reference project, the bidder must provide the client's name, project description, and contactable references. Failure to provide the required reference details will render the reference invalid. Refer to **Table (b), Annexure 1** for the prescribed response format.			
Substantiate / Comments			

5.1.3. BIDDER'S PROPOSED METHODOLOGY, APPROACH AND PROJECT PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate a clear understanding of the project objectives, scope and deliverables and provide a methodology, implementation approach and project plan for the implementation of the Information and Records Management (IRM) Framework, EDRMS solution and associated digitisation programme. **The methodology must demonstrate:** **i.** Understanding of the project objectives, scope and deliverables; **ii.** An approach to the implementation of the IRM Framework, EDRMS solution and digitisation programme; **iii.** Clearly describe how compliance with NARSSA, POPIA, PAIA and MISS will be achieved and maintained throughout the design, configuration, implementation, migration, digitisation, governance and operationalisation of the proposed solution; **iv.** Clear linkages between activities, deliverables, milestones and outcomes; **v.** An approach to change management, training, user adoption and knowledge transfer; and **vi.** The feasibility, scalability and sustainability of the proposed solution and implementation approach. The bidder must further provide a high-level project plan indicating the proposed project phases, key activities, deliverables, milestones, timelines and dependencies for the implementation of the programme.			
Substantiate / Comments			

5.1.4. QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder's personnel for the proposed team must have relevant qualifications, skills, and experience in Records and Information Management, SharePoint online as an EDRMS and the transformational project implementation. The team must include the following as a minimum: **i. Programme / Engagement Lead** - 8 years RIM/Information Governance experience. - Enterprise-wide implementation experience. - Public-sector or regulated-environment experience advantageous. **ii. Records Management Operating Model Specialist / Business Analyst** - RMOM implementation experience. - Knowledge of NARSSA, POPIA, PAIA and records lifecycle management. **iii. EDRMS / Microsoft 365 Specialist** - SharePoint Online and Microsoft Purview implementation experience. - Records classification, retention and compliance controls experience. **iv. Records Migration and Digitisation Specialist** - Migration, records clean-up, validation and digitisation experience. - Understanding of compliance requirements within regulated environments. **v. Change Management, Training and Adoption Specialist** - Organisational change, stakeholder engagement, training and knowledge transfer experience. **vi.** Any other relevant resource the bidder deems necessary to be part of the team. *The bidders must submit, as part of its proposal, the following:* • The proposed team structure and composition, clearly identifying the key disciplines/specialisations required for the project and the personnel assigned to each role, in accordance with **Table (c), Annexure 1**; and • Curricula Vitae (CVs) of all key personnel, clearly demonstrating their qualifications, relevant experience, and competencies aligned to the scope, objectives, and deliverables of this project.			
Substantiate / Comments			

5.1.2 SYSTEM PRESENTATIONS AND DEMONSTRATION

Shortlisted bidders will be required to do a presentations and demonstration to the IDC team of the proposed system. See guidelines below:

Presentations		
Criteria	**Description**	**Points**
i. Understanding of IDC Requirements and Regulatory Environment	Presents a clear understanding of the project objectives, scope, desired outcomes, and applicable regulatory requirements, including NARSSA, POPIA, PAIA and MISS.	5
ii. Implementation Methodology and Project Delivery Approach	Presents a practical and well-structured approach to implementing the IGF, RMOM, SharePoint Online, Microsoft Purview, records migration and digitisation requirements, including project governance, milestones and risk management.	5
iii. Change Management, Training and Sustainability	Presents a structured approach to stakeholder engagement, user adoption, training, skills transfer and long-term sustainability.	5
iv. Capability and Experience to Deliver	Presents, the bidder's understanding of the project requirements and ability to apply relevant experience, lessons learnt, best practices and experience gained from similar Information Governance, Information and Records Management, EDRMS, Microsoft 365 and Microsoft Purview implementations, including projects undertaken within public-sector or similarly regulated environments.	5
Total		**20**

Demonstrations		
Criteria	**Description**	**Points**
i. SharePoint Online and Microsoft Purview Capability	Demonstrates practical implementation and configuration of SharePoint Online as an EDRMS and Microsoft Purview for records management, retention, compliance, information governance and records lifecycle management.	5
ii. Records Management and Systems Integration Capability	Demonstrates records classification, metadata management, access controls, audit functionality, records registers and integration of records management controls across business systems.	5
iii. Records Migration and Digitisation Capability	Demonstrates migration methodologies, validation processes, digitisation controls, metadata capture, quality assurance procedures and management of physical and electronic records throughout the migration and digitisation lifecycle.	5
iv. Compliance Monitoring, Reporting and Operational Management	Demonstrates compliance monitoring, records dashboards, reporting capabilities, audit trails, breach management processes and tools supporting continuous improvement and operational sustainability.	5
Total		**20**

Note on Presentations and Demonstrations:

Bidders may use anonymised information, mock-ups, simulated environments, or representative examples during presentations and demonstrations where confidentiality, data privacy, or contractual obligations prevent the disclosure of client-specific information.

However, the use of simulated or anonymised content for presentation or demonstration purposes does not negate the requirement to provide evidence of relevant previous experience where required by the RFP. Bidders must still submit the prescribed information relating to completed or ongoing projects, including project descriptions, client references, and any other evidence required for evaluation.

Presentations and demonstrations will be assessed on the bidder's ability to demonstrate their proposed approach, methodology, solution, and capability to deliver the services. Where experience forms part of the evaluation, bidders should, to the extent possible, base their presentations on actual projects, while ensuring that confidential information is protected.

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

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

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

YES	NO

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

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

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

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

6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction 02 of 2016/2017: Cost Containment Measures** which took effect from 01 January 2014, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures. **The "Guide on Hourly Fee Rates for Consultants" as issued by the Department of Public Service and Administration (DPSA); or Remuneration guidelines issued by professional service organisations or regulatory bodies, may be relevant.**	Comply	Not Comply
Substantiate / Comments		

7. COSTING MODEL

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	No. of hours	Cost (VAT Excl.)
1. Implement the Records and Information Management Governance Framework (RIMGF/IGF) (**Refer to SOW Section 3.1.1**)				
2. Operationalise the Records Management Operating Model (RMOM) (**Refer to SOW Section 3.1.2**)				
3. Implement and Integrate Records and Information Management (RIM) Controls (**Refer to SOW Section 3.1.3**)				
4. Digitisation of Physical Records (**Refer to SOW Section 3.1.4**)				
5. Implement Change Management, Training and Capability Building (**Refer to SOW Section 3.1.5**)				
6. Implement Continuous Monitoring of RIM Compliance, Reporting and Continuous Improvement (**Refer to SOW Section 3.1.6**)				
			Disbursements	
			Sub-Total Cost (VAT Excl.)	
			VAT @ 15%	
			Total Bid Price (VAT Incl.)	

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

Cost Element	Cost (VAT Excl.)
Sub-Total Disbursements	

Note on pricing:

Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate "No Charge / Free of Charge". Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

8. SUMMARY OF THE PROPOSAL

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

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, ***T69/11/26*** the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer ***Implementation Partner for Integration of Information and Records Management Operating Model and Governance Framework*** to the IDC, at a total amount of:

R..... VAT incl.)

In words

R..... VAT incl.)

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

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

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

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

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF:

COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must provide the following information:

Table (a) Details of the bidder's experience in *Implementation Partner for Integration of Information and Records Management Operating Model and Governance Framework* (please refer to Section 2 par 5.1.1):

Client' Name	No. of employees	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title, email and telephone contact of client

Table (b) Details of the bidder's experience in *Implementation Partner for Integration of Information and Records Management Operating Model and Governance Framework* (please refer to Section 2 par 5.1.2):

Client' Name	No. of employees	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title, email and telephone contact of client

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

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

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

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

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

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

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

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

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	

Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

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

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

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

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Full name	Identity Number	Name of State Institution

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……..

……..

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

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

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

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

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

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

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

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

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

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

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

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

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

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

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

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

2. Trust Information

Should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

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

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

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

4. Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

…….. ..……

Signature Date

…… …….

Position Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

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

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

ANNEXURE 7: DISCLOSURE STATEMENT

In terms of the tender condition 8.4, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.

2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;

2.1. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and

2.2. any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.

3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.

4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.

5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.

6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

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

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

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

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

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

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

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

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

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

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

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

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	**Accountability** The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	**Processing Limitation** The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for a justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	**Purpose Specification** All respective clients, third parties, suppliers and operators and their members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	**Further Processing Limitation** Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐
5.	**Information Quality** The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
6.	**Open Communication** Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐
7.	**Security Safeguards** It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	**Data Subject Participation** A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

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

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

_____
Signature (Company/ Entity Representative)

_____
Date