



**T46/07/13**

**REQUEST FOR PROPOSAL FOR THE  
MANAGEMENT OF THE IDC GYM  
FACILITY**

**Note: A non-compulsory briefing  
session will be held on Wednesday, 31  
July 2013 at 10h00 at the IDC Auditorium  
situated at 19 Fredman Drive in Sandton**

**CLOSING DATE: MONDAY, 12 AUGUST  
2013 AT 12:00 NOON**

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Bid 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 specification or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this Request for Proposal (RFP) should be channelled **in writing** to:

Name:	<u>Ms Mmaseema Molepo</u>
Telephone Number: Office:	<u>+27 11 269 3977</u>
Fax Number:	<u>086 724 0292</u>
Email address:	<u><a href="mailto:mmaseemam@idc.co.za">mmaseemam@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 05 August 2013**.
- 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](http://www.idc.co.za)) under tenders i.e. next to the same bid document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that they 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

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

## 4. Instructions on submission of Bids

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- 4.1 Bids should be submitted in duplicate (2 hard copies) all bound in a sealed envelope endorsed, **T46/07/13: RFP for the management of the IDC gym facility**; and one electronic copy (on CD) in PDF format. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Monday, 12 August 2013.
- 4.2 Bids must be submitted in the prescribed response format herewith reflected as **Response Format**.
- 4.3 The closing date, company name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging and the courier

must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

- 4.5 No bid received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **The IDC reserves the right not to evaluate any late bid response.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## **5. Preparation of Bid Response**

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- 5.1 All the documentation submitted in response to this bid must be in English.
- 5.2 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
- 5.4 The bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages are missing or duplicated.
- 5.5 A list of all references (minimum of 3) must be included in the bid response.
- 5.6 A valid tax clearance certificate must be included in the bid response or proof of application and endorsement by SARS in this regard.
- 5.7 A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.

## **6. Supplier Performance Management**

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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.

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's performance level and ensure effective delivery of service, quality and value-add to IDC's business.

Bidders are 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. IDC's Rights**

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- 7.1 The IDC is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bid before the closing date. All bidders, to whom the bid 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 tender response to ensure that they are kept updated on any amendments in this regard.
- 7.2 The IDC reserves the right not to accept the lowest 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 technically acceptable and/or financially advantageous to the IDC.
- 7.3 The IDC reserves the right to give preference to an empowerment company and /or may elect to award this bid on condition that a joint venture with an empowerment company is formed. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.
- 7.4 The IDC reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.5 The IDC reserves the right to extend the scope of work relating to this tender to include any of its Subsidiaries if required. The implications of such scope changes will be subject to negotiations between the IDC and the successful bidder.
- 7.6 The IDC reserves the right to conduct site visits at bidders corporate offices and / or at client sites if so required.

## **8. Undertakings by the Bidder**

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- 8.1 The bidder hereby offer to render all or any of the services described in the attached documents to the IDC on the terms and conditions and in accordance with the specifications stipulated in this Bid documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 8.2 Bids submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
- 8.3 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date.
- 8.4 The bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the IDC during the validity period indicated and calculated from the closing hour and date of the Bid; this offer and its acceptance shall be subject to the terms and conditions contained in this bid document.
- 8.5 The bidder furthermore confirm 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 and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

- 8.6 The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

## **9. Reasons for disqualification**

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- 9.1 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, however the bidder will be notified in writing of such disqualification:
- 9.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 9.1.2 bidders who submitted incomplete information and documentation according to the requirements of this bid document;
- 9.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- 9.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
- 9.1.5 bidders who do not comply with **mandatory requirements** as stipulated in this bid document.

## **10 Local Production and Content**

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by Treasury Authorities in an effort to stimulate local production and content.

## **11 Response Format (Returnable Schedules)**

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

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

### **11.2 Schedule 1:**

- 11.2.1 Executive Summary
- 11.2.2 Annexure 1 of this bid document (duly completed and signed)

### **11.3 Schedule 2**

- 11.3.1 Original and Valid tax clearance certificate(s);

- 11.3.2 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;
- 11.3.3 Annexure 2 of this bid document (duly completed and signed);
- 11.3.4 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor (option only for Exempted Micro Enterprises with annual turnover less than R5 million);

**Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above (11.3.1-3) must be submitted for each Consortium/ JV member or subcontractor.**

**11.4 Schedule 3:**

- 11.4.1 Response to Section 2 of this document
- 11.4.2 Annexure 4 of this bid document, duly completed and signed (if applicable)

**11.5 Schedule 4: Price Proposal (response to Section 3 of this bid document) (Must be submitted in a separate envelope)**

**11.6 One (1) CD with all Schedules listed above**

## 12 Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following parameters:

### 12.1 Technical

Bids will be evaluated in accordance with the following technical criteria:

#### 12.1.1 Mandatory Requirements

All bid responses that do not meet technical mandatory requirements may be disqualified and may not be considered for further evaluation on the Non-Mandatory technical requirements (If applicable).

#### 12.1.2 Non-Mandatory Requirements

With regard to non-mandatory technical requirements, the following criteria and the weightings will be applicable:

<b>ELEMENT</b>	<b>WEIGHT</b>
Bidder's Proposal	70
Experience Skills and Qualifications of the Gym Manager	30
<b>TOTAL</b>	<b>100%</b>

**Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.**

### 12.2 Preference Point System

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

<b>CRITERIA</b>	<b>POINTS</b>
Price	90
BEE	10
<b>TOTAL</b>	<b>100 points</b>

## **SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION**

## **SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

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- 1.1 Should a vendor have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify IDC Procurement within five (5) days after publication of the bid.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either "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. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified. Mandatory Requirements will include minimum threshold for local content/ production for designated sectors.

### **2. Background Information**

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The IDC runs a Gym facility for its staff. The Gym is located at the IDC premises located at 19 Freedman Drive, Sandton, where the current membership at the IDC gym is a compliment of 350 members who are IDC employees. The IDC seeks to appoint a capable and experienced Gym management service provider to manage the general training activities of the staff gymnasium at its offices in Sandton for a period of three (3) years. The gymnasium operating hours are Mondays to Fridays from: 06H00 to 09H00, 12H00 to 14H00 and 16H00 to 19H00.

The IDC gym currently offers an average of 27 group training classes a week which includes a combination of the following:

- Vinyasa Flow Yoga
- Spinning Classes
- Pilates
- Dancefit Workout
- Step And Strength
- Body Conditioning
- Yoga Classes
- Cardio-Box
- Boot Camps
- Core Conditioning

A detailed Schedule of current classes is appended hereto as Appendix 1.

The IDC will provide and maintain facilities (work space, ablution, electrical, air-conditioning). Payments for water and light usage (Municipalities Costs) will be borne by the IDC. The IDC will also be responsible for all fitness/exercise equipment. The IDC will ensure all fitness/exercise equipment are safe and adequate for all IDC Gym members.

### **3. Scope of Work/ Terms of Reference**

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The bidder must appoint a Gym Manager who will always be available during the IDC Gym business hours on site (at the IDC). The Gym Manager will be responsible for the following:

- Plan and manage daily activities and administration at the IDC Gym.
  - a. Keep and update inventory list of equipment and assets used at the IDC Gym facilities.
  - b. Ensure that all equipment is handled in a responsible manner at all times.
  - c. Ensure regular updates of incident reports and also ensure that copies are sent to the IDC appointed representative.
  - d. Regular inspection of all equipment and reporting all required maintenance ensuring the Gym and amenities are clean and safe and equipment is in a workable condition.
- Interact and communicate with the IDC Gym members in a way that will support all aspects of the health and fitness industry.
- Maintain a safe and healthy training environment and support good health practices.
- Develop and manage a well-run and purposeful health and fitness training programme.
- Ensure that the facilities are used by IDC Gym members and at approved times only.
- To ensure that only qualified Trainers are appointed to render training services.
- Provision of appropriate gym music and all other gym management related tools.
- Supervise all training activities within approved/ recommended standards and guidelines acceptable for the fitness training profession.

### **4. IDC Rights**

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- The IDC reserves the right to access any file, documents, and proof of all fitness **trainers'** certifications.
- The IDC reserves the right, at its discretion, to institute ad-hoc hygiene inspection/audits by EHS Department and/or any other relevant institution.

### **5. Contract Duration**

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The bidder must be able to start immediately and the duration of the management contract will be three (3) years.

**6. Technical Evaluation Criteria**

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**6.1 Mandatory Technical Requirements**

<b>6.1.1 BIDDER'S EXPERIENCE</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must have experience in managing Gym facilities.</p> <p>Please provide details of at least one Gym facilities that are currently being managed by your company. It must also be indicated if the Gym facility is owned by your company or is managed on behalf of a client. The IDC reserves the right to conduct site visits at such facilities. Please refer to <b>Table (a) of Annexure 3</b> of this document.</p>		
<b>Substantiate / Comments</b>		

<b>6.1.2 COMPLIANCE MATTERS</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder and its employees will be required to comply with the IDC Security System and Procedures.</p>		
<p>The bidder will be required to implement a detailed Occupational Health and Safety Plan.</p> <p>Please provide a copy of a detailed Health and Safety Plan.</p>		
<p>The bidder will be required to ensure strict adherence to the IDC Corporate Gymnasium Rules and Regulations.</p>		
<p>All trainers and the Gym Manager must be fully uniformed when doing duties at the IDC Gym for ease of identification on site.</p>		
<b>Substantiate / Comments</b>		

**6.2 Non-Mandatory Technical Requirements**

**Note: Responses provided in terms of this statement of compliance should be substantiated in the columns provided, and where the space is insufficient, please add or refer to any additional annexures in your response dealing with this.**

6.2.1 The bidder must indicate their ability to do the following and substantiate as required:	Comply	Partial	Not Comply	Substantiation
Plan and manage daily activities and administration at the IDC Gym. Indicate the systems and process you have in place in this regard.				
Develop and manage a well-run and purposeful fitness training programme. This includes provision of all related training aids/ tools e.g. gym music etc. Provide a detailed proposal of purposeful fitness training programme.				
Ensure that only qualified fitness trainers are appointed to render services. Indicate how fitness trainers will be sourced (recruitment strategy).				
Ensure that trainers are available within 2 week's notice to take over existing training classes to ensure no interruption in staff's training schedules for the following categories: <ul style="list-style-type: none"> <li>• Vinyasa Flow Yoga</li> <li>• Spinning Classes</li> <li>• Pilates</li> <li>• Dancefit Workout</li> <li>• Step And Strength</li> <li>• Body Conditioning</li> <li>• Yoga Classes</li> <li>• Cardio-Box</li> <li>• Boot Camps</li> <li>• Core Conditioning</li> </ul> Details of the current schedule are listed as Annexure 5.				

Supervise all training activities within recommended/ approved standards and guidelines acceptable for the fitness training profession; ensuring that users are informed of how to use the Gym. Indicate what your management approach will be in this regard.				
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<b>6.2.2 GYM MANAGERS EXPERIENCE</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The appointed Gym Manager must have at least one year experience in managing Gym facilities.</p> <p>Please provide a detailed CV of the proposed Gym Manager; the CV must reflect the manager's relevant experience and qualifications within the fitness training industry and any accreditations by regulating bodies, where relevant.</p>		
<b>Substantiate / Comments</b>		

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

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- 1 Please indicate your total bid price here: R..... (compulsory)  
 2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**  
 3 Are the rates quoted firm for the full period of the contract? 

YES	NO
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**Important:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

4

The bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate.	Comply	Not Comply
Substantiate / Comments		

5

All additional costs must be clearly specified and included in the total bid price.	Comply	Not Comply
Substantiate / Comments		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC.	Comply	Not Comply
Substantiate / Comments		

### 7 COSTING MODEL

#### 7.1. Gym Management Fee

Description	Monthly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
Management Fee	Year 1	
	Year 2	
	Year 3	
<b>Total Bid Price (VAT Excl.)</b>		

**Note:**

- **The Management Fee must include all costs related to the management of the IDC Gym facility as outlined in the scope of work above excluding costs for fitness trainers which will be paid for on ad hoc basis subject to prior approval by the IDC.**
- **The appointment; management and payment of staff manning the gym and fitness trainers will be the responsibility of the Gym Management Service Provider.**
- **A Detailed Cost Breakdown should be provided to indicate the proposed cost structure for the management fee of the gym.**

## 7.2 Fitness Trainers Fees

<b>Fitness Trainer</b>	<b>Hourly Rate (VAT Excl.)</b>	<b>Rate per session</b>	<b>No. of Firm and Existing Sessions per month</b>	<b>Total Cost per month in terms of current and existing sessions per month</b>
<b>Vinyasa Flow Yoga from 6h30 to 7h15 per session</b>			<b>8</b>	
<b>Spinning Classes 06:30 to 07:30 per session 12:00 to 12:45 per session 13:00 to 13:45 per session</b>			<b>20</b>	
<b>Pilates 13:00 to 13:45 per session</b>			<b>4</b>	
<b>Dancefit Workout 17:10 to 18:00 per session</b>			<b>4</b>	
<b>Step And Strength 06:30 to 07:15 per session</b>			<b>4</b>	
<b>Body Conditioning 06:30 to 07:15 per session 13:00 to 13:45 per session</b>			<b>8</b>	
<b>Yoga Classes 13:00 to 13:45 per session</b>			<b>4</b>	
<b>Cardio-Box 13:00 to 13:45 (2 sessions per week) 17:10 to 18:00 per session</b>			<b>12</b>	
<b>Boot Camps 06:30 to 07:15 per session</b>			<b>4</b>	
<b>Core Conditioning 06:30 to 07:15 per session 13:00 to 13:45 per session</b>			<b>8</b>	

Fitness Trainer	Hourly Rate (VAT Excl.)	Rate per session	No. of Firm and Existing Sessions per month	Total Cost per month in terms of current and existing sessions per month
<b>Total Cost for Current and Existing Training Sessions per Month</b>				
<b>Total Cost for Current and Existing Training Sessions per Annum (Year 1)</b>				
<b>Total Cost for Current and Existing Training Sessions per Annum (Year 2)</b>				
<b>Total Cost for Current and Existing Training Sessions per Annum (Year 3)</b>				
<b>Total Cost for Current and Existing Training Sessions per Annum (Over 3 Years)</b>				

**NOTE: PLEASE NOTE THAT THE COST REFERENCED HEREIN IS BASED ON CURRENT AND EXISTING TRAINING SCHEDULE.**

**7.3 TOTAL COST FOR GYM MANAGEMENT SERVICES**

**Please indicate the Total Cost for the Gym Management Services to include the Gym Management Fee (As stated in 7.1) and also the Training Class Fees based on the Existing and Current Class Schedule (as stated in 7.2):**

<u>Cost Description</u>	<u>Total Cost</u>
<b><u>Gym Management Fee (3 Years including Escalation)</u></b>	
<b><u>Training Class Fee (3 Years including Escalation)</u></b>	
<b><u>TOTAL COST</u></b>	

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T46/07/13** the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer to manage the IDC Gym Facility and to ensure the provision of current and existing training sessions at the following total amount over the period of three (3) years, including annual escalation:

**R..... (Excluding VAT)**

**In words**

**R.....(Excluding VAT)**

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Bid 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 bid.

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

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

\_\_\_\_\_

Designation

\_\_\_\_\_

**FOR AND ON BEHALF OF: COMPANY NAME**

\_\_\_\_\_

Tel No

\_\_\_\_\_

Fax No

\_\_\_\_\_

Cell No

\_\_\_\_\_

## **SECTION 4: ANNEXURES**

## Annexure 1 – 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 agreement as the Principal(s) liable for the due fulfilment of this contract.

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

### BIDDING STRUCTURE

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

### REQUIRED INFORMATION

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

If Joint Venture or Consortium, indicate the following for each partner:	
<b>Partner 1</b>	
Name of Company	
Registration Number	

Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	Cellphone Number
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

<b>If using sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	

Postal Address	
Physical Address	
<b>Sub contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

## Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent 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.]

The Respondent must complete the following questionnaire.

### Respondent's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Respondent or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Respondent or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		

Item	Question	Yes	No
3.4	Does the Respondent relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Respondent and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

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: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Table (b) Details of the bidder's proposed Gym Management Team**

Name	Position	Role / Duties in this Project	Relevant Gym Management Experience

## Annexure 4: Declaration Form for Local Content

SBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## **2. Definitions**

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution): .....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution have the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Annexure 5 – Declaration of Interest

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:  
.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

4. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder