INDUSTRIAL DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL (RFP)

APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE AN EXPANDED MARKET ASSESSMENT FOR THE ROSSLYN INLAND PORT PROGRAMME (RIPP)

RFP number	**T47/08/26**
Closing date and time	**1 September 2026 at 11h00**
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/moitlisim_idc_co_za/IgDbFk2x1MmUR7FP__ICkq3BAWWmFXFQOImhovYvFGTupQw

NB: All enquiries regarding this RFP must be forwarded to the Procurement Specialist Ntombifikile Mokgeseng at ntombifikilem@idc.co.za within three (3) days after the RFP has been issued. No enquiries from bidders will be entertained after the closing date of this RFP and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFP.

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

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

2. ENQUIRIES

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

Name:	Ms. Ntombifikile Mokgeseng
Telephone Number: Office:	+27 11 269 3767
Email address:	ntombifikilem@idc.co.za

2.2. Enquiries in relation to this RFP will not be entertained after 16h00 on **24 August 2026**.

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.

The closing date for the submission of bids is **1 September 2026** not later than 11:00 AM (before midday). No late bids will be considered. Bids must only be sent to **T47/08/26** https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgDbFk2x1MmUR7FP__ICkq3BAWWmFXFQOImhovYvFGTupQw. Bids sent to any other platform other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the IDC before the closing date and time in IDC's dedicated platform: **T47/08/26** https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgDbFk2x1MmUR7FP__ICkq3BAWWmFXFQOImhovYvFGTupQw

4.3. Bidders are advised to submit / send its bid responses at least 30 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's platform is configured to receive documents with sizes up to 50MB.

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

4.4.1. bid responses sent to the incorrect platform;

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

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

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

4.4.5. bid responses with file size limits greater than IDC's platform capacity of 50MB.

4.5. Only responses received via the specified platform will be considered.

Where a complete bid response (Inclusive of all relevant Schedules) is not received by the IDC in its electronic platform (https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgDbFk2x1MmUR7FP__ICkq3BAWWmFXFQOImhovYvFGTupQw) 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.

4.6. Amended bids may be sent to the electronic platform (https://idcza-my.sharepoint.com/:f:/g/personal/moitlisim_idc_co_za/IgDbFk2x1MmUR7FP__ICkq3BAWWmFXFQOImhovYvFGTupQw) 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 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 submit incomplete information and documentation according to the requirements of this RFP document;

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

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

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

10.1.6. bidder who fail to comply with POPIA requirements as listed herein; and

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

11. RETURNABLE SCHEDULES

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

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

11.2. Schedule 1:

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

11.3. 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:

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

11.5. Schedule 4:

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

Note: Must be submitted as a separate file/document marked Schedule 4: Price/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: Bidders Experience & Project Team.
  - Annexure 2: Acceptance of Bid Conditions.
  - 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:

ELEMENT	WEIGHT
Bidder's relevant Experience	**25**
Bidder's proposed Methodology and Approach	**35**
Bidders proposed Project Plan	**10**
Qualifications, Skills, and Experience of key personnel	**30**
TOTAL	**100**

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

12.3. Phase 3: Preference Point System

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

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

[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.

12.4. Phase 4: Objective Criteria

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

12.4.1. Objective Criteria are:

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

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

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

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

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

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

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

2. BACKGROUND INFORMATION

2.1. Introduction

The Gauteng Infrastructure Financing Agency (GIFA), in collaboration with relevant stakeholders including the Automotive Industry Development Centre (AIDC) and Infrastructure South Africa (ISA), intends to appoint suitably qualified consultants to undertake an expanded market assessment for the Rosslyn Inland Port Programme (RIPP).

This phase builds on the prior market and needs analysis and seeks to reposition the project from a predominantly automotive-focused inland logistics concept to a broader multi-sector and regionally relevant inland port platform/Intermodal transport hub. The assignment is intended to strengthen the evidence base for viability, user support, market demand and project bankability.

The Phase 1 market assessment evaluated the viability of an inland port concept in Rosslyn, anchored primarily by automotive original equipment manufacturers (OEMs) and component suppliers located in the Rosslyn industrial precinct.

The earlier work identified a compelling logistics value proposition linked to intermodal handling, storage, customs-related services and strategic rail connectivity. At the same time, it highlighted several constraints, including concentration risk in a limited number of users, rail system inefficiencies and the challenge of securing committed anchor demand at a sufficient scale.

Subsequent engagements indicate that a narrower automotive focus may limit overall scale, diversification and bankability. There is therefore a need to broaden the market assessment to test demand from other sectors in Rosslyn, the wider Gauteng region, and, where relevant, SADC trade corridors.

3. SCOPE OF WORK/TERMS OF REFERENCE

3.1. Scope overview

The primary objective of the RFP is to assess and quantify the expanded market opportunity for RIPP as a multi-sector and regional logistics platform. In pursuit of this objective, the successful service provider will be required to address the following key areas:

- **a)** Identify and quantify demand beyond the automotive sector, including demand from manufacturing, FMCG, retail and wholesale distribution, mining inputs, agro-processing, chemicals, construction materials, energy-related goods, logistics operators and other suitable users.
- **b)** Assess SADC corridor opportunities, including trade and logistics flows linked to Zimbabwe, Botswana, Zambia and other relevant regional routes.
- **c)** Validate freight volumes, cargo categories, logistics flows, service requirements and operating conditions across sectors and geographies.
- **d)** Refine the project's value proposition and test a scalable, bankable service offering aligned to broader market needs. This may include reference to per-unit road and rail competitiveness and corridor-specific options by sector.
- **e)** Strengthen the project business case through diversified demand, identification of potential anchor users, and a clearer understanding of revenue drivers and bankability considerations.
- **f)** Secure non-binding expressions of support, interest or potential participation from relevant stakeholders.

In summary, the objectives encompass market expansion, regional integration, demand validation, value proposition refinement, commercial viability, and stakeholder commitment.

3.2. Detailed scope of work

3.2.1. Inception and Review of Existing Work

Review all existing AIDC market assessment reports, needs analyses, presentation materials, and related project documentation to gain a comprehensive understanding of the current project concept. This includes prior stakeholder inputs, underlying assumptions, identified constraints, and potential opportunities for expanding the market scope.

3.2.2. Market Segmentation, Broadening Framework and Demand Identification

Develop market broadening methodology and identify priority sectors and user groups to be assessed for inland port demand. The assessment shall, at a minimum, cover the following:

- **a)** Automotive users, including OEMs and component suppliers.
- **b)** Industrial manufacturing and assembly users.
- **c)** FMCG, retail and wholesale distribution users.
- **d)** Mining, minerals, chemicals and energy-related logistics users.
- **e)** Agricultural, agro-processing and bulk commodity users, where relevant.
- **f)** Logistics operators, freight forwarders, shipping lines, warehousing operators and third-party logistics providers.

3.2.3. Freight Flow, Corridor Analysis and Geographic Market Mapping

Analyse existing and potential freight flows relevant to the Rosslyn Inland Port. This analysis shall include, at a minimum, the following:

a) Import, export and domestic distribution flows.
b) Current logistics routes and mode choices, including road and rail.
c) Key corridors such as Durban to north Gauteng, Gauteng to Beitbridge, and selected Botswana and Zambia routes.
d) The potential for rail substitution, freight massification and inland consolidation.
e) Geographic demand across Rosslyn / Tshwane, wider Gauteng, other South African provinces and selected SADC markets.

3.2.4. Logistics Constraints, Pain Points and Market Need

Identify and assess the key inefficiencies and market failures affecting potential user groups, including but not limited to:

a) High transport costs and fragmented logistics arrangements.
b) Rail unreliability or operational constraints.
c) Port delays, dwell times and customs bottlenecks.
d) Storage or warehousing shortages and weak intermodal linkages.
e) Constraints that may affect uptake, scale, phasing or service design.

3.2.5. Service Demand and Product-Market Fit

Prepare and implement suitable engagement instruments, including questionnaires, interview guides and workshop material, to test demand for potential RIIP services, including:

a) Intermodal rail terminal operations and container handling.
b) Transloading and freight consolidation services.
c) Bonded warehousing, customs clearance and related logistics support.
d) Vehicle staging, specialised equipment handling and value-added logistics services.
e) Commercial conditions required for participation, including service expectations, pricing sensitivities and willingness to support or anchor the Inland Port.

3.2.6. Stakeholder Mapping, Engagement Plan and Market Sounding

Prepare a stakeholder map and undertake structured stakeholder engagements through interviews, surveys, workshops and follow-up consultations. The engagement base should include:

a) Rosslyn-based companies and industrial users.
b) Broader Gauteng users with relevant freight needs.
c) Key players in Limpopo, Northwest and other surrounding provinces
d) Logistics operators, freight forwarders, shipping lines and intermodal operators.
e) Public sector stakeholders and infrastructure entities.
f) Selected SADC-linked users or trade participants, where relevant.

3.2.7. Regional Trade Opportunity Assessment

Assess the role of the Rosslyn Inland Port (RIPP) as a regional consolidation and distribution hub for SADC trade.

The assessment shall evaluate demand from cross-border traders, regional distributors, vehicle importers and exporters, and other relevant market participants. It shall further analyse trade volumes, growth projections, corridor inefficiencies, and potential barriers to entry affecting participation and utilisation of the facility.

3.2.8. Commercial Positioning, Business Case Enhancement and Recommendations

Analyse the outcomes of the market sounding process to determine implications for the addressable market, projected cargo volumes, service offering, and target user base. The analysis shall also assess impacts on phasing strategy, revenue drivers, demand diversification, and overall project bankability.

Based on these findings, the Bidder shall provide practical recommendations on the optimal positioning, prioritisation, and implementation approach for advancing the RIPP concept.

3.3. General

a) A Project Steering Committee comprising government technical resources from IDC/ISA and GIFA, will be constituted during the project duration to provide oversight to the project.
b) The bidder will be required to schedule bi-weekly progress meetings with the project team via Microsoft team or at the consultant's offices if required.
c) Site meetings and site visits will be scheduled on an ad hoc basis.
d) It is required that the bidder will engage interested and affected parties. The client would be in attendance to support and contribute.
e) The Service Provide will provide the ISA/ IDC and GIFA with all completed documents (Narratives and PowerPoints), technical studies and data collected during the project duration.
f) The Bidder shall inform the client prior to contacting any third parties to obtain information or discuss the project details.
g) Final Report and project close out presentation to be scheduled at the GIFA offices.
h) The bidder is required to avail themselves for any meetings of special nature relevant to the project with the client or in support of the client.

4. Project timelines

The successful bidder(s) will be required to start immediately after the award and complete the assignment within a period of six (6) months from the time of starting with execution of the scanning.

5. TECHNICAL EVALUATION CRITERIA

5.1. Technical Requirements

The bidder 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	Comply	Partially Comply	Not Comply
The bidder must demonstrate proven experience in market demand studies for transport/ logistics/ industrial, and/or infrastructure projects, including demand forecasting, market and competitor analysis, customer and off-taker assessments, affordability analysis, stakeholder engagement, and the preparation of bankable reports to support investment, procurement, and/or PPP decision-making. The bidder must provide three (3) reference projects completed within the last ten (10) years that are similar in scope and complexity. For each reference project, the bidder must provide the client's name, a brief project description, and a contactable reference (name, designation, relationship to the project, email address, and telephone number). Failure to provide the required reference information will result in the reference being deemed invalid. Refer to **Table (A) Annexure 1** of this document for the response format provided.			
Substantiate / Comments			

5.1.2 BIDDER'S PROPOSED METHODOLOGY AND APPROACH	Comply	Partially Comply	Not Comply
The bidder must demonstrate a clear and comprehensive understanding of the project objectives, scope, deliverables, and expected outcomes by providing a practical and detailed methodology for undertaking the market demand study. The bidder shall provide a detailed and practical methodology for undertaking the market demand study, covering key aspects such as: • Demand forecasting; • Market and competitor analysis; • Customer and off-taker assessments; • Demand modelling; • Stakeholder engagement; and • Preparation of bankable market demand reports to support investment, procurement, and PPP decision-making. To substantiate its approach, the bidder must submit a detailed step-by-step methodology clearly outlining how the scope of work will be undertaken and how the project objectives and deliverables will be achieved. The methodology should demonstrate a logical sequencing of activities, appropriate analytical tools and techniques, quality assurance measures, and a clear link between activities and expected outcomes.			

5.1.2 BIDDER'S PROPOSED METHODOLOGY AND APPROACH	Comply	Partially Comply	Not Comply
Preferably, the deliverables should be packaged in Work Stages, with activities outlined for each milestone. The outcome for each milestone should be clear, with the team lead specified.			
Substantiate / Comments			

5.1.3 BIDDER'S PROPOSED PROJECT PLAN	Comply	Partially Comply	Not Comply
The bidder must submit a detailed project plan, which will compliment and align with the above proposed methodology with a final report to be submitted within six (6) months from date of appointment. The project plan is to be in a form of a detailed Work Breakdown Structure (WBS) and timeframes in a Gantt Chart format.			
Substantiate / Comments			

5.1.4. QUALIFICATIONS, EXPERIENCE AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
The team must include the following key technical team comprising suitably qualified and experienced specialists with expertise in infrastructure, logistics, market analysis, transport planning, trade, finance, GIS, and data analytics. At a minimum, the proposed team must include: i. **Project Lead**: Inland Port/Logistics Infrastructure Specialist: Master's degree and at least 8 years' experience in infrastructure project preparation, logistics hubs, inland ports, rail or port developments, business case development, stakeholder engagement, PPPs, and freight logistics systems. ii. **Market Economist/Demand Modelling Specialist**: Degree in Economics or related field (master's preferred) with a minimum of 8 years' experience in market assessments, demand forecasting, market segmentation, demand modelling, willingness-to-pay analysis, and logistics sector demand analysis. iii. **Transport/Freight Flow Specialist:** Degree in Transport Engineering, Transport Economics, or related discipline with at least 7 years' experience in freight modelling, corridor analysis, logistics systems planning, modal shift assessments, and freight cost modelling. iv. **Logistics and Intermodal Operations Specialist:** Degree in Logistics, Supply Chain Management, Engineering, or related field with a minimum of 7 years' experience in ports, inland terminals, rail logistics, warehousing, intermodal operations, and logistics service design. v. **Regional Trade/SADC Specialist:** Degree in Economics, Trade, Development Economics, or related field (master's preferred) with at least 8 years' experience in regional trade, cross-border logistics,			

5.1.4. QUALIFICATIONS, EXPERIENCE AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
corridor development, trade flow analysis, and SADC logistics systems. vi. **Financial/Commercial Specialist (Infrastructure/PPP):** Relevant finance qualification (MBA, CA(SA), CFA or equivalent preferred) with a minimum of 8 years' experience in infrastructure financial modelling, commercial structuring, revenue modelling, pricing strategies, PPP structuring, and bankability assessments. vii. **GIS/Spatial and Mapping Specialist:** Degree in GIS, Geomatics, Geography, Engineering, or related field with at least 5 years' experience in spatial analysis, freight flow mapping, corridor visualisation, and infrastructure planning. viii. **Data Processing and Analytics Specialist:** Degree in Data Science, Statistics, Engineering, or related discipline with a minimum of 5 years' experience in large-scale data processing, data modelling, scenario analysis, and integration of market, freight, and logistics datasets. ix. Any other relevant resource the bidder deems necessary to be part of the team. The bidders must submit, as part of this proposal, the following: • An organisational structure (organogram) illustrating the proposed project team, including the Team Leader and all key personnel. The organogram must clearly identify the disciplines/specialist areas relevant to the assignment, reporting lines, roles and responsibilities, and the key personnel accountable for each work stream. The information must be submitted in accordance with the format prescribed in Table B, Annexure 1. • Detailed CVs must be provided for all proposed key personnel. CVs must clearly demonstrate each individual's qualifications, relevant experience, areas of expertise, and competency relevant to the scope, objectives, and deliverables of this project. CVs should also include details of relevant project experience and professional registrations, where applicable. • Valid proof of professional registration for all key personnel with the relevant statutory and/or recognised professional bodies, where such registration is applicable to the specialist discipline.			
Substantiate / Comments			

SECTION 3: PRICE 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.	Comply	Not Comply
Substantiate / Comments		

7. COSTING MODEL

Item No.	Activity/ Deliverable	Resource(s)*	Rate/Hour per resource	No. of hours	Total Cost (Excl. VAT)
1.	**Inception Report and Review of Existing Work**: Refer to S.O.W 3.2.1				
2.	**Market Segmentation and Demand Framework Report**: Refer to S.O.W 3.2.2				
3.	**Freight Flow and Corridor Analysis Report**: Refer to S.O.W 3.2.3				
4.	**Logistics Constraints and Market Needs Assessment Report**: Refer to S.O.W 3.2.4				
5.	**Service Demand Testing and Product-Market Fit Report**: Refer to S.O.W 3.2.5				
6.	**Stakeholder Mapping and Market Sounding Report**: Refer to S.O.W 3.2.6				
7.	**Regional Trade Opportunity Assessment Report**: Refer to S.O.W 3.2.7				
8.	**Commercial Positioning and Enhanced Business Case Report**: Refer to S.O.W 3.2.8				
	Disbursements				
	TOTAL BID PRICE (VAT EXCL.)				
	VAT @ 15%				
	TOTAL BID PRICE (VAT INCL.)				

- *Bidder to name / list the resource/s to be allocated for the different deliverables.*

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.

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, RFP no**. T47/08/26,** the General Conditions, and all other Annexures to the RFP Document, we Offer **to Undertake an Expanded Market Assessment for the Rosslyn Inland Port Programme (RIPP)** to IDC as specified in this RFP document, at a total amount of:

R..... (Including VAT)

In words

R..... (Including VAT)

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

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

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

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

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF:

COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must provide the following information:

Table (a) Details of the bidder's experience To Undertake an Expanded Market Assessment for The Rosslyn Inland Port Programme (RIPP) (please refer to Section 2 par 5.1.1):

Client' Name	Industry	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title, email address 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 are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Individual Bidder:	
Postal Address	
Physical Address	

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

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	

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

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

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

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest [1] in the enterprise,

employed by the state? **YES/NO**

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

Full Name	**Identity Number**	**Name of State institution**

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

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

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[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.

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

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

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

[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.

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

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

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

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

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

2. Trust Information

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

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

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

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

4. **Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

…….. ..……

Signature Date

……. …….

Position Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

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

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

ANNEXURE 7: DISCLOSURE STATEMENT

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

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder 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 (with 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):
   - 2.1 any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
   - 2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
   - 2.3 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 7.2 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 7.2 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 7.2 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 to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

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 dGPS 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).

<u>RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA</u>

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
8.1	**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 ☐
8.2	**Processing Limitation** The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
8.3	**Purpose Specification** All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
8.4	**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 ☐
8.5	**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 ☐
8.6	**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 ☐
8.7	**Security Safeguards** It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.8	**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