



*Request for Proposal:*

**AIR QUALITY MONITORING  
IN THE COEGA SEZ**

Contract N<sup>o</sup>  
CDC/103/25

**Classification: Public**

**14 April 2025**



## **DOCUMENT INFORMATION SHEET**

Title of Document : *AIR QUALITY MONITORING IN THE COEGA SEZ*  
Type of Document : *Request for Proposal*  
Document Number : *CDC-SBU-RFP-003-25*  
Prepared by : *Andrea von Holdt*  
Typed by : *Andrea von Holdt*  
Business Unit : *Sustainability Business Unit*  
Prepared for : *Bid Specification Committee*  
Date of Issue : *14<sup>th</sup> April 2025*

### **Copyright**

All rights reserved. No part of this document may be reproduced or distributed in any form or by any means, electronic, mechanical, photocopying or recording or otherwise, or stored in a database or retrieval system, without the prior written permission of the Coega Development Corporation (Pty) Ltd. ©

## DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

**PROJECT NAME** : AIR QUALITY MONITORING IN THE COEGA SEZ.

**DOCUMENT TITLE** : REQUEST FOR PROPOSAL

**DOCUMENT No.** : CDC-SBU-RFP-003-25

### SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date:  14 <sup>th</sup> April 2025	Name Andrea von Holdt Signature:  <small>Digitally Signed by: Andrea von Holdt Environmental Project Manager e80631d4-8235-4bce-9a80-a220cc184d0c IP Address: 10.0.57.120 Date: 2025/04/15 1:50:09 PM</small>	Name Simphiwe Silwana Signature:  <small>Digitally Signed by: Simphiwe Silwana Sustainability Manager: Safety- Health- Environment &amp; Social Impact d94c9186-b4f3-4805-8512-de16421e38bc IP Address: 10.0.57.187 Date: 2025/04/15 2:05:37 PM</small>	Name: Fezile Ndema Signature:  <small>Fezile Ndema   d49b91ab-9704-4c8c-b57e- 1b2e4cb7cdb   2025/04/15 2:10:21 PM</small>

**Distribution:** Bid Specification Committee

### REVISION CHART

REVISION 1	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

REVISION 2	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

## **TABLE OF CONTENTS**

<b>1. BACKGROUND AND INTRODUCTION .....</b>	<b>9</b>
<b>2. DESCRIPTION OF THE CDC'S AIR QUALITY MONITORING NETWORK .....</b>	<b>9</b>
<b>3. MOTIVATION FOR THE PROJECT .....</b>	<b>10</b>
<b>4. SERVICES REQUIRED / SCOPE OF WORK .....</b>	<b>10</b>
<b>5. PRICING SCHEDULE .....</b>	<b>12</b>
<b>6. EVALUATION OF SUBMITTED BIDS .....</b>	<b>13</b>
<b>6.1 STAGE 1 – TIMEOUS SUBMISSIONS .....</b>	<b>14</b>
<b>6.2 STAGE 2 – RESPONSIVENESS ASSESSMENT .....</b>	<b>14</b>
<b>6.3 STAGE 3 – FUNCTIONALITY ASSESSMENT .....</b>	<b>15</b>
<b>6.4 STAGE 4 – QUANTITATIVE ASSESSMENT .....</b>	<b>21</b>
<b>6.5 STAGE 5 – QUALITATIVE ANALYSIS .....</b>	<b>21</b>
<b>6.6 FINAL OUTCOMES OF THE PROCUREMENT PROCESS .....</b>	<b>22</b>
<b>7. DISQUALIFICATION .....</b>	<b>22</b>
<b>8. CONDITIONS OF ENGAGEMENT .....</b>	<b>22</b>
<b>9. FORMAT OF BID SUBMISSIONS .....</b>	<b>23</b>
<b>10.PENALTIES .....</b>	<b>23</b>
<b>11.COPYRIGHT .....</b>	<b>24</b>
<b>12.CONFIDENTIALITY AND MEDIA PROTOCOL .....</b>	<b>24</b>
<b>13.CONCLUSION .....</b>	<b>24</b>
<b>14.ANNEXURES .....</b>	<b>24</b>

---

**INVITATION TO BID**  
**CONTRACT NO CDC/103/25**  
**AIR QUALITY MONITORING IN THE COEGA SEZ**

*The Coega Development Corporation (CDC) is headquartered in Nelson Mandela Bay, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003 hectares Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets in the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.*

*The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multidisciplinary skills.*

## **INVITATION AND SCOPE OF WORK**

The Coega Development Corporation's (CDC) air quality monitoring network currently consists of two ambient monitoring stations, situated in Zones 5 (Amsterdamplein) and 6 (Saltworks), and a mobile screening tool (Earthsense Zephyr) installed in Zone 4 of the Coega Special Economic Zone (SEZ).

The CDC invites suitably qualified service providers to respond to the Request for Proposal to manage the air quality monitoring network in the Coega SEZ and conduct the requisite monitoring and reporting in line with the terms of reference contained in the Request for Proposal. The contract to conduct air quality monitoring in the SEZ will be for a period of five (5) years.

### **Motivation for the Project**

Air Quality Monitoring is a condition contained in the CDC's Environmental Authorisation (A24/29/3/20/7) issued by the Department of Environmental Affairs. Air Quality Monitoring commenced at Coega in 2000. The CDC has established a comprehensive baseline, against which we monitor trends in air quality to ensure compliance with Air Quality legislation. CDC's air quality and meteorological data is also used to

develop and maintain an air dispersion model which is used to support investment attraction into the Coega SEZ.

**The Scope of Work includes the following:**

- a) Visit the two (2) Air Quality Monitoring (AQM) stations and screening tool on a fortnightly basis to:
  - a. Check for satisfactory operation of all monitoring devices; and
  - b. Conduct routine maintenance of the AQM stations
- b) Based on experience with the maintenance of the CDC's Air Quality Monitoring Network, bidders are to provide an allowance for one (1) ad hoc visit / month for unforeseen incidents / problems
- c) Ensure 90% validated data is collected. Data validation must be according to South African Air Quality Information System (SAAQIS) requirements.
- d) Data to be provided to SAAQIS on a monthly basis.
- e) Raw and validated data belong to the CDC and copies of such must be provided to CDC with monthly reports.
- f) Maintain the air quality and meteorological monitoring equipment to ensure optimal availability of data; data availability must be in excess of 90%. This includes quarterly calibration of all analysers and annual calibration of the meteorological equipment by a SANAS accredited facility.
- g) Data must be inspected daily for abnormalities. CDC to be informed of any outliers by means of a daily reporting spreadsheet, which provides the details of all data obtained from the stations the previous day.
- h) Produce monthly, quarterly and annual Air Quality Monitoring reports based on monitoring data. Reports must contain a detailed executive summary outlining data collected for the period, data recovery rates, equipment and data availability, any exceedances (and reasons) of the national ambient air quality standards (NAAQS), exception reporting, and trends in the data; trend analysis must include all historic data which the CDC will provide.
- i) Establish and refine systems for data management and reporting in discussion with the relevant CDC Project Manager.
- j) Provide consumables for all existing analysers in the 2 air quality stations for the duration of the contract.
- k) Provide an allowance for unforeseen equipment repairs for the duration of the contract.
- l) Provide an allowance for the replacement of the temperature and relative humidity sensors in the 2 AQM stations. The sensors will only be replaced if and when they no longer respond to calibrations.
- m) The CDC's AQM Stations are fitted with evLoggers running the EnviLogger software, which is a component of the EnviViewer suite. The loggers currently transmit the data to SAAQIS and store 1-minute data internally, as per the requirements of SANAS Report No. TR 07-03, "Supplementary Requirements for the Accreditation of Continuous Ambient Air Quality Monitoring Stations". This internal storage serves as backup data source. Appointed service provider must ensure that the necessary SIM cards are provided to continue transmission of the data to SAAQIS. Daily data checks are done by extracting raw data from SAAQIS on a daily basis and calculating the necessary statistics.

Data can be downloaded in various formats. Data validation is done directly on the SAAQIS site, using the SAAQIS software (EnviDas). Appointed service provider must have the necessary facilities and experience in the use of the EnviDas software to download daily data and to do monthly data validation. Proposals must consider transmission of data in the required format, as required by SAAQIS.

### **TERMS & CONDITIONS OF TENDER**

- a) The CDC's Procurement Policy and Procedures shall apply.
- b) The following shall apply:
  - (i) Public Finance Management Act (PFMA);
  - (ii) National Treasury Regulations;
  - (iii) National Environmental Management Act (107 of 1998);
  - (iv) Preferential Procurement Policy Framework Act, 2000;
  - (v) Preferential Procurement Regulations, 2022;
  - (vi) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
  - (vii) Compensation for Occupational injuries and disease Act (130 of 1993);
  - (viii) B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
  - (ix) The National Qualifications Framework Amendment Act (12 of 2019);
  - (x) The Skills Development Act (97 of 1998);
  - (xi) Disaster Management Act (57 of 2002);
  - (xii) Broad Base Black Economic Empowerment – BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
  - (xiii) Any other applicable legislation.
- c) The 80/20 preference point system will apply, where:
  - Price - 80,00
  - Specific Goals - 20,00
- d) An Entity that is part of the JV / Consortium is not permitted to form part of more than one bid submission in terms of the Competition Act 1996.
- e) Bidders must be VAT registered, and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- f) Should the VAT rate change between the period of Advertisement and Closing of Tender, the VAT will be adjusted accordingly.
- g) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0...

- 
- h) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
  - i) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
  - j) Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
  - k) In case of JV's/Consortia, the Bidder must include the JV agreement or an Intent to Enter into a JV/Consortium Agreement. The actual copy of the JV/Consortium Agreement would be required when contract is concluded with the successful bidder.
  - l) The CDC will not award more than five (5) active projects to one bidder, unless one project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded five contracts.
  - m) Bidders will be evaluated on functionality and are expected to meet the minimum of 60 points threshold to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided in Table A1 & A2 of the RFP document.
  - n) Bidders are expected to provide a single bid document that describes the methodology and approaches to conducting air quality monitoring in the Coega SEZ and includes a completed and signed pricing schedule.
  - o) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993); National Environmental Management Act, Act (107 of 1998) and Disaster Management Act, Act (57 of 2002) and, all relevant legislations throughout the duration of the contract.
  - p) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
  - q) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to



- be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- r) Incomplete RFP Document will result in the submissions being deemed null and void and shall be considered non-responsive.
  - s) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
  - t) In case of a JV / Consortium, one member of the JV/Consortium may attend the Briefing Meeting.
  - u) Submissions by bidders who were not in attendance at the mandatory briefing meeting, will be disqualified and not evaluated.
  - v) Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
  - w) The tender validity period for this project is **twelve (12) weeks** from closing date.
  - x) The appointment will be for five (5) years.

The RFP documents will be available for download from the CDC website ([www.coega.co.za](http://www.coega.co.za)) or National Treasury e-tender portal publication from **Thursday, 17<sup>th</sup> April 2025** at no cost. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages. Potential bidders will be required to provide their email addresses in the system before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

Queries relating to the RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management e-mail: [tenderscdc10325@coega.co.za](mailto:tenderscdc10325@coega.co.za) between the period of **17<sup>th</sup> April to 15<sup>th</sup> May 2025**. No new queries received after **15<sup>th</sup> May 2025** will be considered.

**A Non-Mandatory Virtual Briefing Meeting** will be held on **Tuesday, 6<sup>th</sup> May 2025 at 10h00** via Microsoft Teams. The link to join the meeting is as follows: [Click here to join the meeting](#). Briefing notes will be shared with potential bidders who downloaded the tender documentation, provided their correct email addresses, and will be posted on the website.

The closing date and time for the receipt of complete bid documents is **12h00, Thursday, 22<sup>nd</sup> May 2025**. **One original completed bid document** shall be placed in a sealed envelope clearly marked: **"CDC/103/25 – AIR QUALITY MONITORING IN THE COEGA SEZ"**.

Bids are to be placed in the tender box at the CDC's Main Office located at the **Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth**. RFP documents will not be opened in public. No late submissions will be considered.

Failure to provide mandatory information required in the bid will result in the submissions being deemed null and void and shall be considered non-responsive. Telegraphic, telexed, tippexed, facsimiled submissions will not be accepted.

No telephonic or any other form of communication relating to this Tender with any other CDC member of staff, CDC Agent, Client, or any other role players will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to:

Ms Zine Mtanda, Unit Head: Supply Chain Management; e-mail [tenderscdc10325@coega.co.za](mailto:tenderscdc10325@coega.co.za)

*There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms, conditions, etc., to any other service tenderer nor to any parties who have not submitted tender documents. The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.*

The Coega Development Corporation (CDC) conducts ambient Air Quality Monitoring in the Coega Special Economic Zone (SEZ). Clean air is a critical element for good health. The CDC's air quality monitoring programme aims to improve the understanding of air quality in and near the SEZ. In so doing, the CDC can manage air quality and air space consumption, which means more investment can be attracted to the SEZ, which in turn improves the economy and increases job creation.

The CDC's air quality monitoring network currently consists of two ambient air quality monitoring stations, situated in Zones 5 (Amsterdamplein) and 6 (Saltworks), and a mobile screening tool (Earthsense Zephyr) situated in Zone 4 of the Coega SEZ (**Figure 1**).



The air quality monitoring stations consist of air-conditioned brick structures with concrete roofs. Power is available at each station. Data is stored on data loggers in 1-minute averaged values. Data is reported to the South African Air Quality Information System (SAAQIS). The mobile screening tool reports hourly averaged data to SAAQIS. The Saltworks station serves as the CDC's primary meteorological monitoring station and is also a National Ambient Air Quality Indicator (NAAQI) Station.

The stations are equipped with sensitive electronic equipment to monitor meteorological data and air borne pollutants. Air borne pollutants monitored include sulphur dioxide (SO<sub>2</sub>), nitric oxide (NO), total oxides of nitrogen (NO<sub>x</sub>), nitrogen dioxide (NO<sub>2</sub>), dust particles smaller than 10 and 2.5 microns (PM<sub>10</sub> & PM<sub>2.5</sub>) and ozone (O<sub>3</sub>). Meteorological parameters monitored include wind speed and direction, ambient temperature, relative humidity, solar radiation, atmospheric pressure and rainfall.

A critical aspect of the air quality monitoring programme is analysing the trends in data over time to enable early identification of parameters that require more stringent monitoring and/or to enable improved management of air quality.

The CDC's Annual Air Quality Monitoring Report for 2024 [CDC Annual Air Quality Monitoring Report - 2024](#) provides more detailed information.

### 3. MOTIVATION FOR THE PROJECT

Air Quality Monitoring is a condition contained in the CDC's Environmental Authorisation (A24/29/3/20/7) issued by the Department of Environmental Affairs. Air Quality Monitoring commenced at Coega in 2000. The CDC has established a comprehensive baseline, against which we monitor trends in air quality to ensure compliance with Air Quality legislation. CDC's air quality and meteorological data is also used to develop and maintain an air dispersion model which is used to support investment attraction into the Coega SEZ.

### 4. SERVICES REQUIRED / SCOPE OF WORK

**The scope of work includes the following:**

- a) Visit the two (2) Air Quality Monitoring (AQM) stations and screening tool on a fortnightly basis to:
  - a. Check for satisfactory operation of all monitoring devices; and
  - b. Conduct routine maintenance of the AQM stations
- b) Based on experience with the maintenance of the CDC's Air Quality Monitoring Network, bidders are to provide an allowance for one (1) ad hoc visit / month for unforeseen incidents / problems
- c) Ensure 90% validated data is collected. Data validation must be according to South African Air Quality Information System (SAAQIS) requirements.
- d) Data to be provided to SAAQIS on a monthly basis.
- e) Raw and validated data belong to the CDC and copies of such must be provided to CDC with monthly reports.
- f) Maintain the air quality and meteorological monitoring equipment to ensure optimal availability of data; data availability must be in excess of 90%. This includes quarterly calibration of all analysers and annual calibration of the meteorological equipment by a SANAS accredited facility.
- g) Data must be inspected daily for abnormalities. CDC to be informed of any outliers by means of a daily reporting spreadsheet, which provides the details of all data obtained from the stations the previous day.

- 
- h) Produce monthly, quarterly and annual Air Quality Monitoring reports based on monitoring data. Reports must contain a detailed executive summary outlining data collected for the period, data recovery rates, equipment and data availability, any exceedances (and reasons) of the national ambient air quality standards (NAAQS), exception reporting, and trends in the data; trend analysis must include all historic data which the CDC will provide.
  - i) Establish and refine systems for data management and reporting in discussion with the relevant CDC Project Manager.
  - j) Provide consumables for all existing analysers in the 2 air quality stations for the duration of the contract.
  - k) Provide an allowance for unforeseen equipment repairs for the duration of the contract.
  - l) Provide an allowance for the replacement of the temperature and relative humidity sensors in the 2 AQM stations. The sensors will only be replaced if and when they no longer respond to calibrations.
  - m) The CDC's AQM Stations are fitted with evLoggers running the EnviLogger software, which is a component of the EnviViewer suite. The loggers currently transmit the data to SAAQIS and store 1-minute data internally, as per the requirements of SANAS Report No. TR 07-03, "Supplementary Requirements for the Accreditation of Continuous Ambient Air Quality Monitoring Stations". This internal storage serves as backup data source. Appointed service provider must ensure that the necessary SIM cards are provided to continue transmission of the data to SAAQIS. Daily data checks are done by extracting raw data from SAAQIS on a daily basis and calculating the necessary statistics. Data can be downloaded in various formats. Data validation is done directly on the SAAQIS site, using the SAAQIS software (EnviDas). Appointed service provider must have the necessary facilities and experience in the use of the Envidas software to download daily data and to do monthly data validation. Proposals must consider transmission of data in the required format, as required by SAAQIS.

---

## 5. PRICING SCHEDULE

Bidders are to complete the pricing schedule in **Annexure B** for the Air Quality Monitoring contract in the Coega SEZ. Pricing schedule must be fully completed and signed by the bidder.

## 6. EVALUATION OF SUBMITTED BIDS

The assessment of the submissions from the bidders to this RFP will be carried out in five (5) stages as indicated in the **Table 1** below.

**Table 1: Stages and areas of Assessment of Bidders' Submissions to this RFP.**

Stage of Assessment	Area of Assessment	Requirements
<b>Stage 1</b>	Timeous Submission	<ul style="list-style-type: none"> <li>All the submissions must be received on time before the closing date and time reflected on the <b>RFP Invitation</b> (Pg 4 – 7 of this RFP Document).</li> <li>Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.</li> </ul> <b>Refer to Section 6.1</b>
<b>Stage 2</b>	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> <li>Not been provided or submitted partially complete;</li> <li>Been altered and not initialled by the duly authorised person;</li> <li>Correcting fluid used to alter some information;</li> <li>Not meeting the mandatory requirements of this RFP;</li> <li>Has not been signed by the duly authorised Bidder(s)' Representative.</li> </ul> <b>Refer to Section 6.2</b>
<b>Stage 3</b>	Functionality Assessment	<p>Bidder(s) will be evaluated on functionality and are expected to meet the minimum of 60 points threshold in order to be evaluated further.</p> <b>Refer to Section 6.3, Table A1 and Table A2.</b>
<b>Stage 4</b>	Quantitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Functionality Assessment in Stage 3; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s).</p> <b>Refer to the Section 6.4</b>
<b>Stage 5</b>	Qualitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 4 pose any commercial risks.</p> <b>Refer to Section 6.5</b>

## 6.1 Stage 1 – Timeous Submissions

- (a) All the bids must reach the CDC before the stated date and time of closure of this RFP Process.
- (b) Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.
- (c) Any late submission will be returned unopened to the respective bidder.

## 6.2 Stage 2 – Responsiveness Assessment

- (a) For the bidder to be considered as being responsive and eligible for the next stage of assessment, it must pass the Responsiveness Assessment Stage. This will be determined from the submitted bid and Returnable Documents meeting the mandatory requirements that are listed in **Table 2**.
- (b) If any of the items reflected in **Table 2** are not furnished fully, filled in erasable ink or not signed and initialled on each page by the duly authorised bidder's representative, then the submitted bid will be considered as null and void and shall be considered as non-responsive and will therefore not be assessed further.

**Table 2: Responsiveness Assessment / Mandatory Requirements**

NO.	DESCRIPTION	YES	NO
(1)	Completed and signed <b>Invitation to Bid (SBD1) (Annexure C)</b> , in case of a joint venture/consortium a separate CSD number on SBD1 must be submitted.		
(2)	Signed letter of intent to enter into Joint Venture/Consortium. To be signed by all parties (Where applicable)		
(3)	Completed and Signed Certificate of <b>Authority of Signatory (Annexure J)</b> to be signed by all bidders. In case of a Joint Venture/ Consortium, the Authority of Lead Partner to sign JV/Consortium documents must also be provided and signed by all parties in the JV. Proof of authority to sign may be submitted in a form of company resolution.		
(4)	Bidders must submit original issued, fully completed, priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink. <b>(Annexure B)</b> .		
(5)	Completed and signed <b>Bidder's Disclosure Form (SBD4) (Annexure D)</b> . In case of a Joint Venture/Consortium, a separate Bidder's Disclosure Form in respect of each party to the JV must be completed and submitted.		
(6)	Proof that the calibration laboratory to be used for meteorological equipment and Air Quality Monitoring equipment is accredited with SANAS (Certification document).		

***Bidders who do not meet all the mandatory requirements will not be considered for further evaluation.***



**TABLE 3: ADDITIONAL REQUIREMENTS**

NO.	DESCRIPTION
(1)	Companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R 3 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 33% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R 3 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. The consortia/Joint Venture must submit a consolidated B-BBEE Certificate as well as individual B-BBEE Certificates/affidavits of their own entities to confirm the type of enterprise.
(2)	Completed and signed <b>Form SBD 6.1 (Annexure E)</b> preference points claim form in terms of the Preferential Procurement Regulations, 2022.
(3)	Bidders must complete and sign the POPI Act Consent form ( <b>Annexure H</b> ).
(4)	Adequately provide proposed approach & methodology demonstrating coherence of: <ul style="list-style-type: none"> <li>i. Work organisation programme</li> <li>ii. Resource plan</li> <li>iii. Methodology for executing the work</li> </ul>
(5)	CVs for all key personnel on the project must be submitted. Key personnel include Project Manager, Data Analyst and Instrument Technician. CV's must demonstrate years of experience for key personnel. <b>Annexure A</b> must be completed and signed.

### 6.3 Stage 3 – Functionality Assessment

- 1) Proposals that meet the Responsiveness Assessment will be adjudicated further on Functionality.
- 2) The Bidder must meet a minimum of 60points in order to be considered for the next stage of evaluation.  
See Table A1 and A2 below:
  - a) **Table A1:** Functionality Criteria Score
  - b) **Table A2:** Indicators for the Scoring of Functionality Criteria
- 3) Bids that do not meet the minimum threshold score of 60 points following the Functionality Assessment shall not be considered further.



**Table A1: FUNCTIONALITY CRITERIA SCORE**

No.	Functionality Criteria	Description	Weighting	Requirements
1	Proposed methodology to conduct Air Quality Monitoring in the Coega SEZ	Proposed methodology to conduct Air Quality Monitoring in the Coega SEZ, demonstrating coherence of: i. Work organisation programme ii. Resource plan iii. Methodology for executing the work	40	Bidders should propose all activities for the implementation of the Air Quality Monitoring Project, describing the methodology, work schedule and resource plan in relation to the scope of works.  Bidders must demonstrate knowledge of the National Environmental Air Quality Act (Act No.39 of 2004) ("NEMAQA") and associated Regulations, including DFFE's guidelines for AQM station and data management.
2	Demonstrate experience in single and/or multi-station monitoring networks and experience in data management and validation	Bidders should have a proven record in the operation and maintenance of single and/or multi-station monitoring networks, as well as in the servicing of air quality monitoring equipment.	40	Bidders are to provide at least three (3) performance reports or reference letters for completed projects of similar nature together with at least two (2) contactable references not older than 7 years. Reports and/or letters must cover the experience and knowledge that the bidder has with working on air quality monitoring networks, experience in air quality data management, data validation and reporting, where data has been monitored, the servicing of air quality monitoring equipment and provide an assessment of the bidders' performance.
3	Competency of the Key Personnel (Annexure A): Experience of all personnel that will be available to manage the execution of the Air Quality Monitoring contract.	Provide proof of experience of key personnel, including Project Manager, Data Analyst and Instrument Technician in relation to the scope of works.	10	The bidders are to provide CVs of all key personnel, demonstrating their experience in managing air quality monitoring networks. All CV's submitted must clearly indicate the years of experience and outline all the duties and responsibilities. Bidders are to provide proof of availability of key personnel in relation to the scope of works.
4	Locally based service providers		10	Bidders are required to provide proof of address to demonstrate locality in the form of a Title Deed, a Municipal Invoice or Lease Agreement in the name of the bidder. It is preferable that the Instrument Technician be locally based to enable ad hoc visits to the air quality stations.



COEGA-TPT-017-23

---

No.	Functionality Criteria	Description	Weighting	Requirements
	Total		100	Total Functionality Score



COEGA-TPT-017-23

**Table A2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**

No.	Functionality Criteria	Sub Criteria	Evaluation Indicators				
			No information (0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1	Proposed methodology to conduct Air Quality Monitoring in the Coega SEZ	Proposed methodology to conduct Air Quality Monitoring in the Coega SEZ, demonstrating coherence of: i. Work organisation programme ii. Resource plan iii. Methodology for executing the work	Failed to provide information	The proposed methodology, work schedule and resource plan do not correlate with the required scope of works. There is lack of clarity	The proposed methodology, work schedule and resource plan correlate with the required scope of works, but there are minor inconsistencies between project deliverables and proposed methodology, work schedule and resource plan	The work schedule and resource plan are consistent with the proposed methodology and with the required scope of works	Besides meeting the “good” rating, the bidder has provided a detailed and concise methodology. The bidder has outlined in the methodology how a cost- and/or time-saving can be implemented, by optimising the use of resources or by any alternative provision
2	Demonstrate experience in single and/or multi-station monitoring networks and experience in data management and validation	Bidders should have a proven record in the operation and maintenance of single and/or multi-station monitoring networks, as well as in the servicing of air quality monitoring equipment.	Failed to provide information	One (1) contract awarded in the past 5 years in a form of performance report or reference letter for awarded and completed contract	Two (2) contracts awarded in the past 5 years in a form of performance report or reference letter for awarded and completed contract	Three (3) contracts awarded in the past 5 years in a form of performance report or reference letter for awarded and completed contract	Four (4) or more contracts awarded in the past 5 years in a form of performance report or reference letter for awarded and completed contract



COEGA-TPT-017-23

No.	Functionality Criteria	Sub Criteria	Evaluation Indicators				
			No information (0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
3	Competency of the Key Personnel (Annexure A): Experience of all personnel that will be available to manage the execution of the Air Quality Monitoring contract	Project Manager must have experience in managing air quality stations	Failed to provide information	Prove the competency of the Project Manager, where it can be shown that the Project Manager has less than four (4) years of experience in the field of air quality monitoring. CV to be provided showing experience.	Prove the competency of the Project Manager, where it can be shown that the Project Manager has four (4) years and more, but less than seven (7) years of experience in the field of air quality monitoring. CV to be provided showing experience.	Prove the competency of the Project Manager where it can be shown that the Project Manager has seven (7) and more, but less than ten (10) years of experience in the field of air quality monitoring. CV to be provided showing experience.	Prove the competency of Project Manager where it can be shown that the Project Manager has ten (10) years and more of experience in the field of air quality monitoring. CV to be provided showing experience.
		Data Analyst must have experience in collection, analysing, validating and managing data from air quality stations. Data Analyst must have a working knowledge of the day-to-day behaviour of gas analysers	Failed to provide information	Prove the competency of the Data Analyst, where it can be shown that the Data Analyst has less than four (4) years of experience in collection, analysing, validating and managing data from air quality stations.	Prove the competency of the Data Analyst, where it can be shown that the Data Analyst has four (4) years and more, but less than seven (7) years of experience in collection, analysing, validating and managing data from air	Prove the competency of the Data Analyst, where it can be shown that the Data Analyst has seven (7) years and more, but less than ten (10) years of experience in collection, analysing, validating and	Prove the competency of Data Analyst where it can be shown that the Data Analyst has ten (10) Years and more of experience in collection, analysing, validating and managing data from air quality stations. CV



COEGA-TPT-017-23

No.	Functionality Criteria	Sub Criteria	Evaluation Indicators				
			No information (0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
				CV to be provided showing experience.	quality stations. CV to be provided showing experience.	managing data from air quality stations. CV to be provided showing experience.	to be provided showing experience.
		Instrument Technician must have experience in maintenance of equipment in air quality stations. Instrument technician should have a good working knowledge of air quality monitoring equipment and experience in trouble-shooting and fault-finding methods.	Failed to provide information	Prove the competency of the Instrument Technician, where it can be shown that the Instrument Technician has less than two (2) years of experience in the field of air quality monitoring. CV's to be provided showing experience.	Prove the competency of the Instrument Technician, where it can be shown that the Instrument Technician has two (2) years and more but less than five (5) years of experience in the field of air quality monitoring. CV's to be provided showing experience.	Prove the competency of the Instrument Technician, where it can be shown that the Instrument Technician has five (5) years and more but less than nine (9) years of experience in the field of air quality monitoring. CV's to be provided showing experience.	Prove the competency of the Instrument Technician, where it can be shown that the Instrument Technician has ten (10) years and more experience in the field of air quality monitoring. CV's to be provided showing experience.
4	Locally based service providers. It is preferable that the instrument technician be locally based to enable ad hoc visits to the air quality stations.		Failed to provide information	Situated outside Eastern Cape Province.	Situated within Eastern Cape Province.	Situated within Sarah Baartman District.	Situated within the Nelson Mandela Bay Municipal Area.

#### 6.4 Stage 4 – Quantitative Assessment

Bids that pass the functionality assessment Stage will be further evaluated on Price and Specific Goals. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goals.

**Table 4: Preferential Scoring System**

Area of Adjudication	Maximum Points
Tendered Price ( $S_P$ )	80
Specific Goals ( $S_E$ )	20
<b>Total Points (S)</b>	<b>100</b>

#### 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

- $P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{min}$  = Comparative price of lowest acceptable bid

#### 6.5 Stage 5 – Qualitative Analysis

- Qualitative Assessment will be conducted on the highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance and other risks. Past performance of bidders that have previously been appointed by the CDC, will be assessed using the Performance Assessment Evaluation forms signed by the service providers at the termination of the relevant contract.
- The prices will be scrutinised to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
- Tender offers will be compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing.
- The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract,

whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.

- (e) The bidders will also be checked if they appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.
- (f) Assessment of all the risks associated with project execution and completion of the project.

#### **6.6 Final Outcomes of the Procurement Process**

- (a) Once the bid evaluation of bids is complete, a recommendation for award of the successful bidder will be made to the delegated bid adjudication committee for approval of award.
- (b) Unsuccessful bidders will be advised of the outcome of their bids in the procurement process.

### **7. DISQUALIFICATION**

Bidders will be immediately disqualified if, during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded, they are found to have conducted or committed any of the following:

- (a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- (b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- (c) The bidder has communicated with other members of CDC Members or CDC Agent about the contract other than the specified person;
- (d) The bidder has misrepresented the information submitted;
- (e) There is evidence of Fraud, fronting, etc.;
- (f) The bid document is faxed or emailed or not on original document;
- (g) The bid document has been filled in pencil and / or have corrections fluid markings or not duly signed where changes are made;
- (h) Bidder appears on the NT register of restricted suppliers or NT list of defaulters.

### **8. CONDITIONS OF ENGAGEMENT**

The conditions of engagement will be as set out in the Service Level Agreement.



## 9. FORMAT OF BID SUBMISSIONS

For ease of reference and uniformity of the submissions, the bidders are required to package their Bid Submissions to this RFP as follows:

- (a) Cover Page, reflecting the:
  - (i) Title of the RFP;
  - (ii) Contract Number; and
  - (iii) Name of the Bidder and contact details.
- (b) Table of Contents;
- (c) The Proposal;
- (d) Annexures, i.e. the Returnable Documents as indicated in **Section 14** of the RFP document.
- (e) Annexure A: Details of Key Personnel Participating in the Project. Include competencies of key personnel.
- (f) Annexure B: Financial Proposal / Pricing Schedule – to be fully completed and signed.
- (g) Annexure C: SBD1 – Invitation to bid.
- (h) Annexure D: Bidders' Disclosure (SBD 4) – to be completed by all bidders. JV members must submit separate SBD4 forms.
- (i) Annexure E: SBD 6.1 Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 (SBD 6.1) – to be completed and signed.
- (j) Annexure F: Sworn Affidavit – BBBEE Exempted Micro Enterprise – to be completed and signed and stamped by a commissioner of oaths. Attach BBBEE certificate.
- (k) Annexure G: Sworn Affidavit – BBBEE Qualifying Small Enterprise – to be completed, signed and stamped by a commissioner of oaths. Attach BBBEE certificate.
- (l) Annexure H: POPIA Consent Form – must be completed and signed.
- (m) Annexure I: Authority of Signatory – to be completed by all bidding entities, even if you are tendering as a single entity with all the multi-disciplines required. This can also be in a form of a Board Resolution letter.

## 10. PENALTIES

- (a) The client shall without prejudice to his/her other remedies under the contract or in law, be entitled to levy a penalty for failure by service provider to perform in accordance with the performance specification at the rate and up to the maximum percentage stated in (b) below;
- (b) Penalty rate – per project milestone, will be from 5% of the project value and will not exceed 10% of the project value.

---

## **11. COPYRIGHT**

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

## **12. CONFIDENTIALITY AND MEDIA PROTOCOL**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Respondents to the media. In submitting a response, a Respondent agrees that it shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.

## **13. CONCLUSION**

The CDC reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into. If the CDC does not accept any proposal, it will declare this proposal call process to be closed.

## **14. ANNEXURES**

The bid document must be accompanied by the following annexures:

ANNEXURE A: Details of Key Personnel Participating in the Project

ANNEXURE B: Pricing Schedule for the Project

ANNEXURE C: SBD 1 Invitation to BID

ANNEXURE D: SBD 4 Bidders Disclosure

ANNEXURE E: SBD 6.1 Preference Points Claim Form

ANNEXURE F: Sworn Affidavit – B-BBEE Exempted Micro Enterprise

ANNEXURE G: Sworn Affidavit – B-BBEE Qualifying Small Enterprise – General

ANNEXURE H: Protection of Personal Information: Consent Form

ANNEXURE I: Authority of Signatory Form

## ANNEXURE A

### DETAILS OF THE PROPOSED KEY PERSONNEL PARTICIPATING IN THE PROJECT

Discipline	Nominated Key Personnel	Years of Experience in relevant field	Consent Signature of Nominated Key Personnel
Project Manger			
Data Analyst			
Instrument Technician			

**NB:**

- (i) Key personnel may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.
- (ii) Project Manager: person who will provide overall leadership of the Air Quality Monitoring contract, including review of the reports to be produced during the contract.
- (iii) Data Analyst: person who manages the day-to-day components of the Air Quality Monitoring contract, including the collection, analysis, validation and management of data from the air quality stations.
- (iv) Instrument Technician: person who conducts fort-nightly and ad hoc visits to the air quality stations to conduct maintenance of equipment in the air quality stations.
- (v) CVs, showing competency in the relevant fields and years of experience must be attached.

Name: .....

Signature: .....

Date: .....

Organisation: .....



COEGA-TPT-017-23

## ANNEXURE B

### PRICING SCHEDULE FOR CDC/103/25

TASK	DETAILED TASK LIST & DISBURSEMENTS	COST YEAR 1	COST YEAR 2	COST YEAR 3	COST YEAR 4	COST YEAR 5	TOTAL (YEAR 1 to 5)
<b>1. OPERATION &amp; MAINTENANCE</b>							
Daily checks	Daily monitoring of data: remote accessing of data loggers and scanning of data for consistency; inform CDC of any abnormalities/outliers by means of a daily reporting spreadsheet						
Fortnightly station visits	Visit the 2 AQM stations & Screening Tool on a fortnightly basis (incl. travel & other disbursements) to: • Check for satisfactory operation of all monitoring devices; • Routine maintenance of the AQM stations and equipment to ensure optimal availability of data						
Ad hoc site visits	Provide an allowance for 1 ad hoc visit / month for unforeseen incidents / problems						
<b>SUB-TOTAL FOR OPERATION &amp; MAINTENANCE</b>							
<b>2. DATA MANAGEMENT &amp; REPORTING</b>							
Monthly Report	Monthly Data Reporting, back-up, validation and provision to SAWS's SAAQIS system; provision of sim cards for data transmission from data loggers to a server						
Quarterly Report	Quarterly Reports (4 / year)						
Annual Report	Annual Reports (1 / year)						
<b>SUB-TOTAL FOR DATA MANAGEMENT &amp; REPORTING</b>							



COEGA-TPT-017-23

3. CALIBRATION OF AIR QUALITY MONITORING & METEOROLOGICAL EQUIPMENT							
Quarterly AQM calibrations	Quarterly calibration of the air quality monitoring equipment, including travel						
Annual met. calibration	Annual calibration of the meteorological equipment, including travel						
<b>SUB-TOTAL FOR CALIBRATION OF AIR QUALITY MONITORING &amp; METEOROLOGICAL EQUIPMENT</b>							

4. CONSUMABLES							
Consumables	Provide consumables for all existing analysers in the 2 air quality stations for the duration of the contract (5 years)						
<b>SUB-TOTAL FOR CONSUMABLES</b>							

5. EQUIPMENT REPAIRS & SENSOR REPLACEMENT							
Equipment Repairs	Provide an allowance for unforeseen equipment repairs						
Sensor replacement	Provide an allowance for the replacement of the temperature and relative humidity sensors in the 2 stations (2 replacements in the 5-year cycle)						
<b>SUB-TOTAL FOR EQUIPMENT REPAIRS &amp; SENSOR REPLACEMENT</b>							

## SUMMARY OF PRICING SCHEDULE

	DELIVERABLES	YEAR 1 TO 5
1.	Operation & Maintenance	R
2.	Data Management & Reporting	R
3.	Calibration of AQ Monitoring & Met. Equipment	R
4.	Consumables	R
5.	Equipment Repairs & Sensor Replacement	R
	<b>TOTAL (Excluding VAT)</b>	R
	<b>VAT (gazetted percentage at time of quote)</b>	R
	<b>TOTAL (Including VAT)</b>	R

(Amount in Words including VAT)

\_\_\_\_\_

\_\_\_\_\_

for the Contract Number: CDC/103/25 – Air Quality Monitoring in the Coega SEZ.

Name of Organisation: \_\_\_\_\_

Name of Authorised Person: \_\_\_\_\_

Capacity in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEXURE C

### SBD 1

#### PART A – INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CDC/103/25	CLOSING DATE:	22 May 2025	CLOSING TIME:	12h00
DESCRIPTION	AIR QUALITY MONITORING IN THE COEGA SPECIAL ECONOMIC ZONE (SEZ)				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Coega Business Centre, Cnr Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SCM Unit Head: Zine Mtanda		CONTACT PERSON		
TELEPHONE NUMBER	Not allowed to phone		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:Tenderscdc10325@coega.co.za">Tenderscdc10325@coega.co.za</a>		E-MAIL ADDRESS	<a href="mailto:Tenderscdc10325@coega.co.za">Tenderscdc10325@coega.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

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

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## ANNEXURE D

### SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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

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

bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## ANNEXURE E

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points

for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; and
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level of Contributor 1	20	
Level of Contributor 2	18	
Level of Contributor 3	14	
Level of Contributor 4	12	
Level of Contributor 5	8	
Level of Contributor 6	6	
Level of Contributor 7	4	
Level of Contributor 8	2	
Non-compliant contributor	0	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.2. Name of company/firm.....
- 4.3. Company registration number: .....
- 4.4. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.



.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



## ANNEXURE F EME AND QSE AFFIDAVIT TEMPLATES

### SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	

<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and under developed areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

✓ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

✓ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:
- ✓ Black Youth % = \_\_%
- ✓ Black Disabled % = %
- ✓ Black Unemployed % = \_\_\_\_\_%
- ✓ Black People living in Rural areas % = \_\_\_\_\_%
- ✓ Black Military Veterans % = \_\_\_\_\_%
- ✓ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_(DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- ✓ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

Signature & stamp Date:

## ANNEXURE G

### SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	

<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and under developed areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011.”

3. I hereby declare under Oath that:

- ✓ The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ✓ Black Designated Group Owned % Breakdown as per the definition stated above:

- ✓ Black Youth % = \_\_\_\_%
- ✓ Black Disabled % = \_\_\_\_%
- ✓ Black Unemployed % = \_\_\_\_\_%
- ✓ Black People living in Rural areas % = \_\_\_\_\_%
- ✓ Black Military Veterans % = \_\_\_\_\_%
- ✓ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of (DD/MM/YYYY), the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- ✓ Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of  
Oaths Signature  
& stamp Date:

## ANNEXURE H

### PROTECTION OF PERSONAL INFORMATION: CONSENT FORM

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

### **AGREEMENT**

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - (a) They process the information only for the express purpose for which it was obtained.
  - (b) Information is provided only to designated and authorised personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.

- 
- (c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - (d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - (e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
  - (f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations:
- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
  - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
  - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
  - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.



---

**On behalf of the Bidder:**

.....

Signature

.....

Date

.....

Position

.....

Name of the Bidder

**On behalf of the Client:**

.....

Signature

.....

Date

.....

Position

.....

Name of Client Representative

## ANNEXURE I

### FORM A: AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

#### A. Certificate for Company

I, ....., chairperson

of the board of .....,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20....., Mr/Ms .....

acting in the capacity of ....., was authorised to sign all documents in connection with this tender for Contract No **CDC/103/25** and any contract resulting from it on behalf of the company.

#### As witnesses:

1. ....

Chairman: .....

2. ....

Date: .....

## B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as .....

....., hereby authorise

Mr/Ms .....  
acting in the capacity of .....

....., to sign all documents in connection with this tender for

Contract No **CDC/103/25** and any contract resulting from it on our behalf.

Name	Address	Signature	Date

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

## C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms ....., authorised signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Contract No **CDC/103/25** and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

#### D. Certificate for Sole Proprietor

I, ....., hereby confirm that I am

the sole owner of the business trading as .....

#### As witnesses:

1. ....

Sole Owner: .....

2. ....

Date: .....

#### E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....  
hereby authorise Mr/Ms .....

acting in the capacity of ....., to sign  
all to sign all documents in connection with this tender for Contract No **CDC/103/25** and any contract  
resulting from it on our behalf.

Name	Address	Signature	Date

---


*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*