



T56/10/14

**REQUEST FOR PROPOSAL TO
CONDUCT A STUDY ON MAXIMISING
THE INDUSTRIAL POTENTIAL OF
SOUTHERN AFRICA'S PETROLEUM
RESOURCES**

**BID CLOSING DATE: WEDNESDAY, 22
OCTOBER 2014 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS 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:	<u>Ms Shirley Mampuru</u>
Telephone Number:	<u>+27 11 269 3583</u>
Fax Number:	<u>086 210 3583</u>
Email address:	<u>shirleym@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 15 October 2014**.
- 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

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date. Instructions on submission of Bids

- 3.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T56/10/14: Request for Proposal to conduct a study on maximising the industrial potential of Southern Africa's petroleum resources**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Wednesday, 22 October 2014.
- 3.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 3.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 3.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

- 3.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 3.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 3.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

4. Preparation of Bid Response

- 4.1 All the documentation submitted in response to this RFP must be in English.
- 4.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 4.3 Bids submitted by bidders which are, 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.
- 4.4 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.
- 4.5 A list of all references (minimum of 3, as per the Functional Evaluation Criteria set out in section 2 of the RFP) must be included in the bid response.
- 4.6 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 4.7 A copy(s) of valid and current certificates from the professional organizations/ bodies that the bidder is affiliated to or a member of, must be included in the bid response.

5. Supplier Performance Management

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

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

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

6. 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.

7. IDC's Rights

- 7.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, 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.
- 7.2 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/or financially advantageous to the IDC.
- 7.3 The IDC reserves the right to award this bid as a whole or in part.
- 7.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 7.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 7.6 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 on the bidding entity and any of its directors / trustees / shareholders / members.

8. Undertakings by the Bidder

- 8.1 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.
- 8.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 8.3 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 the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The supplier further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

9. Reasons for disqualification

- 9.1 The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
 - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
 - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
 - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
 - 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; and/or
 - 10.1.6 bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/ or in this RFP document.

10. Local Production and Content

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

declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

11. Response Format (Returnable Schedules)

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

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

11.2 **Schedule 1:**

12.2.1 Executive Summary

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

11.3 **Schedule 2**

12.3.1 Original and Valid tax clearance certificate(s);

12.3.2 Annexure 2 of this RFP document (duly completed and signed);

12.3.3 Annexure 5 of this RFP document (duly completed and signed);

12.3.4 Annexure 6 of this RFP document (duly completed and signed);

12.3.5 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor (option only for Exempted Micro Enterprises with annual turnover less than R5 million);

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.5) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

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

11.4 **Schedule 3:**

12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

12.4.2 Annexure 3 of this RFP document, duly completed and signed

12.4.3 Annexure 4 of this RFP document, duly completed and signed (if applicable)

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

11.6 **One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

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, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
 - Submission of Company Registration Forms as referenced 12.3.2 above
 - BEE Status Certification as referenced in 12.3.5 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: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Bidders Experience & Project Team
 - Annexure 4: Declaration Form for Local Content
 - Annexure 5: Declaration of Interest
 - Annexure 6: FICA Documents

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:

13.2.1 **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 Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 Non-Mandatory Functional/ Technical Requirements

With regard to the Non-Mandatory 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	20
Bidder's Proposed Methodology	20
Experience, Skills and Qualifications of the key personnel	25
Skills Transfer	5
Presentations	30
TOTAL	100%

Note:

- The bidder must score a total of at least 49.00 points on experience of the bidder, the team and skills transfer in order to qualify for the presentations.
- The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

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	90
B-BBEE	10
TOTAL	100 points

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular brand or product or 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 either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

Historically, South Africa has been a mining jurisdiction, with petroleum activity generally confined to exploration, downstream refining and liquid fuels distribution. Indeed, South Africa has limited oil reserves of just 20 million barrels and proven gas reserves of approximately 0.57 trillion cubic feet ("tcf"). This is about to change dramatically. With the discovery of potentially large-scale onshore unconventional gas reserves and the expectations of substantial near-term offshore crude and gas discoveries off the back of historic finds in neighbouring waters, South Africa is poised to transform into a petroleum jurisdiction.

Similarly, the Southern and Eastern African regions, known for mining are likewise becoming petroleum regions, led by recent large-scale petroleum discoveries. Those recent large-scale discoveries have the potential to be a game changer for individual jurisdictions and the wider region. Technically recoverable resources in the Karoo shale gas fields alone are estimated to be as great as 390 tcf. In addition, substantial potential coal bed methane resources are in the process of being brought towards commercial development. Offshore potential, particularly in deep water, can be seen clearly by the substantial increase in farm-in and exploration activity in recent months and in exploration drilling campaigns planned for next year. Some of the largest petroleum companies in the world have recently farmed into South African exploration blocks and are leading these exploration initiatives, including ExxonMobil, Shell, Total and Anadarko, among others. Underpinning these moves is the expectation of significant offshore resources based on the contiguousness of the geology with the game-changing recent finds in East Africa for South Africa's east coast and Angola, Namibia and the Falkland Islands for South Africa's west coast. This is coupled with the fact that there has been limited deep-water exploration offshore of South Africa historically. Such development presents substantial investment opportunities across the value chain, including in the upstream sector and in the medium to longer term for downstream beneficiation and refining in the liquid fuels and petro chemicals sectors for petroleum investors in the South African context.

3. Purpose

In light of the aforesaid, the Department of Trade and Industry ("the dti") seeks the services of an independent service provider with proven extensive operational and commercial knowledge of the petroleum industry as well as an in-depth understanding of the regulatory and policy framework which governs the up-, mid- and down- stream petroleum sectors in South Africa and the Southern Africa region ("the service provider"). The service provider would be required to undertake an in-depth study and prepare a research report (the "Research Project") in which the viability of implementing a long term strategic programme which would maximise the multiplier effects of the petroleum resources domestically and in the region, is assessed, focusing on fostering a services sector and enhancing the value chain beyond the delivery of molecules to onshore demand in South Africa.

4. Objectives

The overall objective of the Research Project is to identify the potential drivers of economic growth, employment opportunities, skills development and ancillary issues which may arise from the up-, mid- and downstream petroleum industry with a view to designing a long term strategic programme which would maximise the multiplier effects of the recently discovered South African and regional petroleum resources, both domestically and in the Southern African region. Thus, the Research Project would, among other things, aim to:

- determine the current status and developmental potential of the downstream value chain (for example, electricity/power; liquid fuels; fertilisers; other petro-chemicals and services) and what policy interventions are appropriate and optimal to enhance the multiplier effect in respect of the downstream value chain;
- determine the industrial developmental potential of petroleum and related infrastructure both in South Africa and in the Southern African region;
- identify opportunities for the services sector in South Africa and the potential of South Africa to become a services hub to service the petroleum industry, particularly the upstream petroleum industry, in South Africa and the wider region;
- identify government policies which inhibit the development of the petroleum industry domestically in South Africa and on a regional basis;
- identify government policies which promote the development of the petroleum industry so that the multiplier effect can be maximised for South Africa;
- identify areas of synergy between **the dti** policy options and the gas utilisation master plan ("**GUMP**") currently being developed by National Treasury and the Department of Energy;
- study how the development of South Africa's and the region's petroleum resources best augments the Industrial Policy Action Plan ("**IPAP**"), its 21 priorities and particularly its beneficiation aims;

- produce a benchmarking report comparing international best practice across the range of identified policy choices including with respect to the Qatari LNG experience and experience with unconventional commercialisations in the United States and Australia;
- determine the level of the current knowledge and skills base which supports the domestic and regional gas projects in the up-, mid- and downstream gas industry and broach potential avenues of development; and
- identify and develop appropriate policy interventions which would facilitate the development of new technologies and intellectual property in the petroleum sector which are appropriate to South Africa's needs and demands within the region, taking into account evolving and potential capabilities and competitive advantages.

5. Scope of Work

The service provider would be required to, in consultation with the PMT, undertake an in-depth research exercise over the next year, in line with a pre-determined research agenda and methodology and ultimately prepare a report (the "**Research Report**") on the potential multiplier impact of conventional and unconventional gas utilisation on the South African economy as a whole, with a focus on the mid- and downstream sectors of the gas industry. The service provider, in consultation with the PMT, should be empowered to appoint advisors to assist with specific aspects of the Research Project, if required. The in-depth research exercise would:

- assess the petroleum industry's potential impact including:
 - infrastructure development;
 - employment;
 - benefits for the fiscus and other local stakeholders; and
 - local partners for major projects;
- examine the use of policy levers to:
 - maximise the multiplier effect of gas development and utilisation domestically and regionally;
 - identify and enable the development of related subsidiary industries which would supply goods and services to the upstream gas industry both domestically and regionally;
- assess and advise on the need for regulatory and legislative amendments, which would facilitate the implementation of policy and, in particular facilitate consultations with other government departments including the Department of Mineral Resources, Department of Environmental Affairs and Department of Water Affairs to foster the optimal integrated regulatory regime;

- assess and advise on South Africa's role within the Southern African region and provide advice on strategic objectives in regard to engagement with other governments with the Southern African region;
- assess the need to develop a skills development / training policy, and suggest regulatory reforms which would help coordinate skills development / re-training initiatives across research and tertiary institutions in sync with the Department of Higher Education and the Department of Science and Technology;
- assess and provide advice as to policies which would facilitate the development of new technologies and intellectual property in the gas sector which are appropriate to South Africa's needs and demands within the region; to inform an investment promotion strategy.
- assess and advise on synergies between **the dti** policy options and Gas Utilisation Master Plan (GUMP) including delineating the overall role of **the dti** in South Africa's gas economy and coordinating with the GUMP and the Department of Energy's IPP Unit; assess opportunities for (i) the development of the services sector and (ii) the development of a service hub focussed primarily on the upstream petroleum sector including an analysis of the policy levers that must be implemented to take advantage of such development; and
- assess and advise on how the development of South Africa's and the region's petroleum resources would be best used to augment the IPAP.

6. Project Deliverables

During the Envisaged Term of the project, the service provider, in consultation with the PMT, will be required to produce:

- within the first month of appointment, a detailed project plan which would set out the research agenda; project goals; research methodology and a project timetable in respect of the Research Project;
- within a pre-determined timeframe, produce an interim Research Report which would set out key findings and identify policy proposals which are aligned with **the dti's** long terms goals and other strategic documents produced by **the dti** and other government institutions including, among others, the New Growth Path; the National Development Plan; the National Industrial Policy Framework and the Industrial Policy Action Plans;
- a final Research Report which sets out the keys findings in regard to the current status of the South African gas economy and petroleum sector; identifies policies and regulation which inhibit and constrain growth and those which encourage economic growth; suggest policy changes and regulatory reform to ensure that South Africa maximises the benefit of the multiplier effects of the recently discovered South African and regional petroleum resources.

7. Methodology

The service provider and the PMT will discuss and agree a methodology by which the Research Project will be undertaken. Further, such methodology will be aligned with international best practice and include a mechanism to collect and store primary and secondary data, and a standard mechanism by which data analysis will be undertaken.

Pursuant to agreeing on a methodology, the service provider, in consultation with the PMT will:

- establish organisational procedures and structures for the management of the Research Project;
- set a 'research agenda' and determine data analysis standards;
- establish a process by which research may be undertaken, which may include:
 - initial desktop research (including the creation of the repository of relevant source documents and research);
 - mandated research undertaken by South African research and tertiary institutions; investigatory/research visits to the United States of America ("US"), United Kingdom of Great Britain and Northern Ireland ("UK") and the Commonwealth of Australia ("**Australia**") and
 - extensive consultation with relevant stakeholders - conduct detailed stakeholder engagement with a view to developing policy proposals;
- conduct secondary regional fact finding visits to Mozambique, Botswana, and Namibia to assess the regional gas economy with a view to deepening regional engagement.

8. Skills Transfer

The service provider must demonstrate that a substantial portion of its core team is made up of Historically Disadvantaged South African's (HDSAs) so as to benefit and provide skills to South Africa generally in the petroleum industry. In addition, the service provider will provide skills-transfer to build the dti human resources capacity in the petroleum sector and will include providing research training for nominated staff members of the dti.

9. Project Timelines

The project should be completed within twelve (12) months from the date of signing the service level agreement.

10. Technical Evaluation Criteria

10.1 Non-Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

10.1.1 BIDDER'S EXPERIENCE IN GAS AND OIL INDUSTRIES	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in conduction research studies in oil & gas industries.</p> <p>The bidder must provide two (02) relevant contactable references of similar work done in the past 5 (five) years. Please refer to Table (a) of Annexure 3 of this document for the format in which the required information must be provided.</p> <p>Note: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • One (1) relevant references in the past five = 2 points • Two (2) references in the past five years = 3 points • Three (3) to Four (4) references in the past five years = 4 points • Five (5) references and above in the past five years = 5 points 			
Substantiate / Comments			

10.1.2 BIDDER'S EXPERIENCE IN POLICY DEVELOPMENT	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in the development of Sector Specific Industrial Policy.</p> <p>The bidder must provide two (2) relevant contactable references of similar work done in the past 5 (five) years. Please refer to Table (b) of Annexure 3 of this document for the format in which the required information must be provided.</p> <p>Note: The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • One (1) relevant references in the past five = 2 points • Two (2) references in the past five years = 3 points • Three (3) to Four (4) references in the past five years = 4 points • Five (5) references and above in the past five years = 5 points 			
Substantiate / Comments			

10.1.3 BIDDER'S PROPOSED METHODOLOGY	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrating how the study will be achieved. The proposal must outline, amongst other things, the following:</p> <ul style="list-style-type: none"> • Data collection methods and sources/ tools • Data analysis • Desktop Research • Stakeholder engagement 			
Substantiate / Comments			

10.1.4 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The bidder's key personnel of the proposed team must have significant international experience in the petroleum industry with specific transactions and in government advisory work.</p> <ul style="list-style-type: none"> • Display a deep understanding of the Liquefied Natural Gas (LNG) industry and experience of actual LNG projects. • Must have the necessary international experience and where possible be locally based in South Africa. • demonstrable experience working on oil & gas transactions and policy as well as regulatory matters in the East and Southern African region <p>The bidder must provide a structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to Table (c) Annexure 3 of this document for the format in which the required information must be provided.</p> <p>The bidder must provide CVs of the key personnel and the team; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above.</p>			
Substantiate / Comments			

10.1.5 SKILLS TRANSFER	Comply	Partially Comply	Not Comply
The bidder will be required to transfer relevant knowledge and skills to selected officials. The bidder should therefore provide a training plan on how they will transfer skills to the selected officials.			
Substantiate / Comments			

10.1.6. Practical Evaluation: Presentations

All shortlisted bidders will be invited for presentations to the IDC Panel.

Bidders will be required to present on:

- Interpretation of the ToR
- Proposed research methodology.

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (compulsory)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

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

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

5

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

6

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

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Disbursements				
Total Bid Price (VAT Excl.)				

Note: Disbursements and any other (additional) costs must be clearly defined (outlining all assumptions) and a detailed breakdown thereof must be provided.

9 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. **T56/10/14**, the General Conditions, and all other Annexures to the RFP Document, we offer to maximise the industrial potential of Southern Africa's petroleum resources to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding 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, other than in respect of VAT, 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 external audit services 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 – 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.]

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	
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 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

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

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

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

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Table (b) Details of the bidder's current and experience in the development of Sector Specific Industrial Policy. (please refer to par 10.1.2 of Section 2 of this RFP document):

Client' Name	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client

Table (c) Details of the key personnel of the bidders' proposed team:

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

Annexure 4: Declaration Form for Local Content

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

1. General Conditions

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

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

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

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

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6 A bid may be disqualified if –

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

2. Definitions

2.1. “**bid**” includes written price quotations, advertised competitive bids or proposals;

2.2. “**bid price**” price offered by the bidder, excluding value added tax (VAT);

2.3. “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

2.4. “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. “**duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct

importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

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

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

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

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

(Tick applicable box)

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

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

The relevant rates of exchange information is accessible on www.reservebank.co.za.

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

Currency	Rates of exchange
US Dollar	

Pound Sterling	
Euro	
Yen	
Other	

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

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

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

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

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

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

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

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

NB

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

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

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the following:

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

(b) I have satisfied myself that:

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

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

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

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

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

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

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

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure 5 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....

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

2.9.1 If so, furnish particulars.

.....
.....
.....

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

2.10.1 If so, furnish particulars.

.....
.....
.....

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

2.11.1 If so, furnish particulars:

.....
.....

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

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

4. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

Annexure 6 – FICA Documents

Please note: all documentation submitted needs to be original or originally certified and no certified copies of copies are accepted.

ANNEXURE A IS TO BE COMPLETED WITH THIS CHECKLIST

BIDDERS COMPANY NAME _____

Please Tick Relevant Type of Entity and Complete the Relevant Section for your Entity.

Legal Persons (Other than a Company, CC Or Foreign Company) e.g. Municipalities, Agencies, Cooperatives.....

Listed Company (SA and Foreign).....

Natural Person (Sole Traders).....

Partnerships.....

Trusts.....

Unlisted Companies (SA and Foreign).....

Close Corporation.....

LEGAL PERSONS (OTHER THAN A COMPANY, CC OR FOREIGN COMPANY) e.g. Agencies, Cooperatives

Documents necessary to verify identity of a Legal Person	<input type="checkbox"/> Constitution documents of the legal person <input type="checkbox"/> Council Resolution
--	--

LISTED COMPANY (SA AND FOREIGN)

Document necessary to verify identity of listed company, Registered name, registration number and address from which company operates	<input type="checkbox"/> Confirmation of listing e.g. Website documents obtained from a website link/Bloomberg printout
---	---

NATURAL PERSON (SOLE TRADERS)

Documents necessary to verify identity of South African or Foreign Individual	<input type="checkbox"/> Copy of South African barcoded identity document OR <input type="checkbox"/> Copy of a valid passport
---	--

PARTNERSHIPS

Documents necessary to verify identity of the Partnership	<input type="checkbox"/> Document by which partnership is founded (partnership agreement)
---	---

TRUSTS

Documents necessary to verify the Identity of a Trust	<input type="checkbox"/> Copy of trust deed or other founding document by which trust is created <input type="checkbox"/> Letters of authority (as issued by the Master of the High
---	--

	<p>Court)</p> <p><input type="checkbox"/> Personal details of each Trustee, each Beneficiary, the Founder and the person authorised to act on behalf of the Trust</p>
--	---

UNLISTED COMPANIES (SA AND FOREIGN)

<p>Documents necessary to verify the Identity of a SA unlisted company</p>	<p><input type="checkbox"/> Copy of CM1/ CoR15.1/CoR 15.1/CoR14.1/CoR 14.3 (certificate of incorporation/registration certificate)</p> <p><input type="checkbox"/> Copy of CM9/CoR 15.2 (certificate of name change) (if applicable)</p> <p><input type="checkbox"/> Copy of CM22/CoR 21/CoR39 (certificate of registered address) and/OR</p> <p><input type="checkbox"/> Copy of CM29/ CoR39 (list of directors) (if not listed on the CM22); OR</p> <p><input type="checkbox"/> CIPC (certificate of confirmation) printouts of the CM documents</p>
<p>Identity of foreign unlisted company</p>	<p><input type="checkbox"/> Official documentation issued by foreign country</p>
<p>Identity of all shareholders holding 25% or more of the voting rights</p>	<p><input type="checkbox"/> Complete annexure A for each shareholder holding more than 25% and above and include supporting documentation</p>
<p>Identity of all shareholders holding less than 25% voting rights</p>	<p><input type="checkbox"/> Complete annexure A for each shareholder with less than 25% shareholding. No supporting documentation required.</p>

CLOSE CORPORATION

<p>Documents necessary to verify identity of Close Corporation</p>	<p><input type="checkbox"/> Copy of CK1/CoR15.1A/CoR 15.1B (certificate of registration) OR</p> <p><input type="checkbox"/> Copy of CK2 and/or CK2A/ CoR 9.4 (relevant if any changes were made to the CK1) OR</p> <p><input type="checkbox"/> CIPC (certificate of confirmation) printout of the above CK documents</p>
--	--

Compulsory Checklist

<p>Physical address of entity</p>	<p><input type="checkbox"/> Copy of utility bill/rates and taxes (not more than 3 months old) OR</p> <p><input type="checkbox"/> Copy of lease or rental agreement reflecting start and end date of lease OR</p> <p><input type="checkbox"/> Affidavit confirming proof of address OR</p> <p><input type="checkbox"/> Copy of Telkom account or any other account (not more than 3 months old) OR</p> <p><input type="checkbox"/> Copy of signed letterhead</p>
<p>Physical address of the entity representative</p>	<p><input type="checkbox"/> Copy of utility bill/rates and taxes (not more than 3 months old) OR</p> <p><input type="checkbox"/> Copy of lease or rental agreement reflecting start and end date of lease OR</p> <p><input type="checkbox"/> Affidavit confirming proof of address OR</p> <p><input type="checkbox"/> Copy of Telkom account or any other account (not more than 3 months old) OR</p> <p><input type="checkbox"/> Copy of signed letterhead</p>
<p>Proof of Authority to act on behalf of the entity</p>	<p><input type="checkbox"/> Attach a board resolution appointing the authorised person OR</p> <p><input type="checkbox"/> Affidavit confirming appointment of the authorised person OR</p> <p><input type="checkbox"/> Power of Attorney, Magistrate Court order authorising the 3rd party to conduct business on behalf of another person (for Legal Person)</p>
<p>Identity of the entity representative</p>	<p><input type="checkbox"/> Complete annexure A and include supporting documents</p>
<p>Income Tax document</p>	<p><input type="checkbox"/> Documents issued by the South African Revenue Service not older than 12 months</p>
<p>VAT document</p>	<p><input type="checkbox"/> Documents issued by the South African Revenue Service not older than 12 months</p>

Supporting documentation required

To Verify details of: Authorised representatives and Members/ Shareholders	To verify identity: If South African: <input type="checkbox"/> copy of SA barcoded ID or <input type="checkbox"/> copy of SA passport <input type="checkbox"/> copy of utility bill If foreign: <input type="checkbox"/> copy of passport <input type="checkbox"/> copy of utility bill
Entities	<input type="checkbox"/> copy of relevant registration documents NB: INCLUDE GROUP STRUCTURE

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder