



INDEPENDENT DEVELOPMENT TRUST

TENDER NO: IDTMPU-CDP-2025-2028

**THE APPOINTMENT OF A PANEL FOR CONTRACTOR DEVELOPMENT PROGRAMME (CDP)
2GB TO 4GB FOR WOMEN, YOUTH & PEOPLE LIVING WITH DISABILITIES OWNED
COMPANIES FOR A PERIOD OF THREE YEARS**

CLOSING DATE: 25 JUNE 2025 at 12h00

The completed Bid Document, sealed in an envelope must be placed in the Tender Box situated at the entrance to the Nelspruit Office of the no later than 12:00 pm

BIDDER'S INFORMATION
(Must be completed by Bidder)

BIDDER NAME	
CSD NO	
CIBD GRADING	
CRS NO	
EMAIL ADDRESS	

Prepared by:

The Independent Development Trust (IDT)
Absa Square
20 Corner Paul Kruger and Ferreira Street
Nelspruit
1200

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PART T: THE BID
Part T1: Bidding Procedures

T1.1 Bid Notice and Invitation to Bid

THE INDEPENDENT DEVELOPMENT TRUST INVITE BIDDERS TO BID FOR THE APPOINTMENT OF A PANEL FOR CONTRACTOR DEVELOPMENT PROGRAMME (CDP) 2GB TO 4GB FOR A PERIOD OF THREE YEARS

Any queries regarding the Bid document or any related matter prior to submission of Bids must be directed to:

IDT Representative (Technical Queries Only)	Sylvia Sibiya SylviaS@idt.org.za
IDT Admin & procurement Representative	Surprise Mthombeni Surprisem@idt.org.za

The closing time and date for the receipt of Bids is **12:00pm on 25 June 2025**

The Bids will **NOT** be opened in the public. Requirements for sealing, addressing, delivery, opening and assessment of Bids are stated in the Bid Data.

1. CIDB CLASS OF WORK

NO	DISCIPLINE	TICK (APPLICABLE BOX)
1	General Building (GB)	
2	Civil Engineering (CE)	
3	Electrical Engineering Works-Buildings (EB)	

2. COMPANY OWNERSHIP

NO	DISCIPLINE	TICK (applicable Box)	PERCENTAGE
1	Women		
2	Youth		
3	People Living With Disabilities		

3. DISTRICT

NO	DISTRICT	TICK (APPLICABLE BOX)	LOCAL MUNICIPALITY
1	Gert Sibande		
2	Nkangala		
3	Ehlanzeni		

PART T: THE BID
Part T1: Bidding Procedures

T1.2 Bid Data

The conditions of Bid are the Standard Conditions of Bid as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See www.cidb.org.za).

The Standard Conditions of Bid make several references to the Bid Data for details that apply specifically to this Bid. Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Bid to which it mainly applies.

Clause number	Bid Data
C.1.1.	The Employer is: Independent Development Trust (IDT): The Independent Development Trust (IDT)-Mpumalanga Absa Square 20 Corner Paul Kruger and Ferreira Street Nelspruit 1200
C.1.2	The Bid Documents issued by the Employer comprise the following documents: PART T: THE BID Part T1: Bidding procedures T1.1 - Bid notice and invitation to Bid T1.2 - Bid data. Part C3: CDP DESCRIPTION OF PROGRAMME C3.1 - Description of the CDP Annexure A – Administrative and Function Evaluation Part T2: Compulsory Returnable Documents T2.1 - List of returnable documents T2.2 - Returnable documents/schedules

Clause number	Bid Data
C.2.1	<p>Only those Bidders who satisfy the following eligibility criteria are eligible to submit Bids.</p> <p>Only those Bidders who score the minimum score in respect of the quality criteria stated in C.3.11. of this Bid Data shall be considered responsive and have their Bids evaluated further.</p>
C.2.6	Failure to apply instructions contained in addenda may render a Bidder's offer non-responsive in terms of clause C.3.8.
C.2.7	There will be no compulsory briefing session
C.2.8	Request clarifications at least 7 working days before the closing time.
C.2.13.6	A single-envelope procedure will be followed as described in clause C.2.13.7.
C.2.13.7	<p>Bidders shall note the specific requirements for packaging of their Bid documents and include only the following:</p> <p>This is a single envelope Bid process. Service Providers are to submit one (1) pack of original proposals</p>
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted.

Clause number	Bid Data
C.2.15.1	<p>The Employer's address for delivery of Bid offers and identification details to be shown on each Bid offer package are:</p> <p>Location of Bid box: IDT Reception</p> <p>The Independent Development Trust (IDT) Absa Square 20 Corner Paul Kruger and Ferreira Street Nelspruit 1200</p> <p>Identification details: IDTMPU-CDP-2025-2028</p> <p>Title of the bid: the appointment of a panel for contractor development programme (CDP) 2GB to 4GB for women, youth & people living with disabilities owned companies for a period of three years for 36 months for Mpumalanga region.</p>
C.2.15.2	The closing time for submission of Bid offers is as stated in the Bid Notice and Invitation to Bid.
C.2.16.1	The Bid offer validity period is 120 days.
C.2.18	The Bidder shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labor-Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
C.2.22	Bid Documents will not be returned to bidders
C.2.23	<p>The Bidder is required to submit with his Bid following (failure to provide below documentation will result in the Bid being rejected):</p> <ol style="list-style-type: none"> 1) Central Suppliers Database (CSD) registration number. 2) A printed copy of the Active Contractor's Listing off the CIDB website (www.cidb.org.za) 3) COIDA/FEM/RMA.
C.3.1.1	The Employer shall respond to clarifications received up to 7 working days before the Bid closing time.
C.3.2	The Employer shall issue addenda until 10 working days before the Bid closing time.
C.3.4.1	The Bids will not be opened in public.
C.3.5.1	The single-envelope system will be followed for this Bid. (Bid Document and USB- includes submission copy)
C.3.7	In the event of disqualification, the Employer may, at his sole discretion, impose a specified period during which Bid offers will not be accepted from the offending Bidder and report same to the CIDB and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive Bids is stated in Annexure A.

Clause number	Bid Data
C.3.13	<p>In addition to the requirements of the Condition of Bid, offers will only be accepted if:</p> <ul style="list-style-type: none"> a) The Bidder submits a copy of the CSD or registration number. b) The Bidder is registered with the Construction Industry Development Board in an appropriate contractor grading designation. c) the Bidder has not: <ul style="list-style-type: none"> abused the Employer's Supply Chain Management System; or Failed to perform on any previous contract and has been given a written notice to this effect. d) The Bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Bidder's ability to perform the contract in the best interests of the employer or potentially compromise the Bid process and persons in the employ of the state are permitted to submit Bids or participate in the contract. e) the Bidder is registered and in good standing with the compensation fund (COIDA/FEM/RMA) f) the employer is reasonably satisfied that the Bidder has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.

EXPRESSION VALUE RANGE (TABLE 8 OF THE CIDB REGULATIONS)

A registered contractor's grading designation (indicated in the first column, below), means that the contractor is considered capable of undertaking a contract in the range of expression values indicated below in the contractor's registered class of construction works.

CONTRACTOR GRADING DESIGNATION	RANGE OF EXPRESSION VALUES		INDICATE CIDB REGISTRATION NUMBER
	GREATER THAN	LESS THAN OR EQUAL TO	
2GB	R500 000	R1 000 000	
3GB	R1 000 000	R3 000 000	
4GB	R3 000 000	R6 000 000	

C3.6.1 REQUEST FOR PROPOSAL

- (a). Request for proposals will be issued on an as-and-when required basis.
- (b) Request for proposals will follow through the two stage evaluation approach which is the administrative compliance including financial and specific goals.
- (c) The RFQs will be issued per individual project or work package (program).
- (d) IDT also reserves the right to go to the open market should there not be sufficient service providers in a certain CIDB grading category.

IDT will assess the number of IDT contracts awarded to a service provider on the IDT panel of CDP contractors before inviting the service provider to submit a bid.

Part C3: CDP DESCRIPTION OF PROGRAMME

The Independent Development Trust (IDT), listed in terms of the Public Finance Management Act (PFMA) as a Schedule 2 entity, is mandated to provide social infrastructure delivery management services as a contribution to the national development agenda. The entity delivers social infrastructure through a participatory approach leaning towards people-centeredness and incorporates the empowerment of historically vulnerable groups' in its development efforts and performance indicators.

The IDT implement Contractor Development Programme in partnership with the CIDB and the Department of Public Works in order to build and enhance the capacity of the construction industry. The programme entails recruiting emerging contractors amongst the previously disadvantaged South African, facilitating theoretical training and extensive practical infrastructure development mentorship process. The aim is to support contractors to enable them to exit the program on the basis of achieving the necessary competences, experience, track record and financial capital then promoted to the better grading status in the construction industry.

ANNEXURE A – ADMINISTRATIVE AND FUNCTION EVALUATION

This annexure contains all the criteria that the Employer shall use to evaluate Bids. In accordance with clause C.3.11 of the Standard conditions of Bid. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Part T2.2 – Returnable schedules.

Bids shall be evaluated in two stages as follows.

Phase 1 – Evaluation Administrative compliance

Phase 2 – Evaluation of Functionality

Phase 1: Eligibility of Bidders.

Phase one (1) entails the process of ensuring compliance of the bidders. Bidders shall submit all mandatory returnable documents to qualify for stage two (2) of the evaluation processes. Failure to submit any of the compulsory returnable documents will lead to disqualification.

Table 1: MANDATORY REQUIREMENTS DOCUMENTS

NO	DESCRIPTION
	Proof of local business address in Mpumalanga Province; e.g. Municipal Bill, Rental Agreement, proof of ownership etc.
1	Valid CIBD proof of registration certificate for GRADE 2GB TO 4GB
2	Proof of Central Supplier Database (CSD) registration
2	Authority to Sign this Bid for companies that has more than one director
3	Fully completed and signed <ul style="list-style-type: none"> ○ SBD1: Invitation to bid. ○ SBD4: Bidder's disclosure
4	Valid Letter of Good standing i.e. COIDA Certificate from DOL / RMA / FEM (Companies without staff must submit letter from the Department of Labour in place of COIDA Certificate)
5	CIPC Document
6	Originally Certified ID Document for evidence of Women & Youth Ownership
7	People with Disability to submit a Letter from the Doctor confirming disability, the letter must have a Doctor's practice number

8	<p>A completed affidavit (template provided) for the two nominated director (s) (management employees) of the entity who undertake full commitment to the CDP and must comply with the table below by providing a CV with certified copies of Qualifications:</p> <table border="1" data-bbox="233 378 1554 701"> <thead> <tr> <th data-bbox="233 378 499 512">Category</th> <th data-bbox="499 378 644 512">CIDB Grade</th> <th data-bbox="644 378 751 512">NQF Level</th> <th data-bbox="751 378 1305 512">Minimum Qualification for building and construction management and for building and construction technology</th> <th data-bbox="1305 378 1554 512">Minimum Experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="233 512 499 701">GB: General Building CE: Civil Engineering</td> <td data-bbox="499 512 644 701">2 to 4</td> <td data-bbox="644 512 751 701">4</td> <td data-bbox="751 512 1305 701"> <ul style="list-style-type: none"> • National Certificate; or • Industry recognised CETA accredited training programme in built construction environment </td> <td data-bbox="1305 512 1554 701">3 years</td> </tr> </tbody> </table>	Category	CIDB Grade	NQF Level	Minimum Qualification for building and construction management and for building and construction technology	Minimum Experience	GB: General Building CE: Civil Engineering	2 to 4	4	<ul style="list-style-type: none"> • National Certificate; or • Industry recognised CETA accredited training programme in built construction environment 	3 years
Category	CIDB Grade	NQF Level	Minimum Qualification for building and construction management and for building and construction technology	Minimum Experience							
GB: General Building CE: Civil Engineering	2 to 4	4	<ul style="list-style-type: none"> • National Certificate; or • Industry recognised CETA accredited training programme in built construction environment 	3 years							
9	<p>Copy of the Joint venture (JV)/Consortium agreement signed by both parties (where applicable including apportionment of the JV)</p> <ul style="list-style-type: none"> ○ JV Agreement must be signed by all parties. ○ Consolidated CIDB Grading ○ COIDA/FEM/RMA for all parties ○ CSD registration for all parties <p>Joint Venture/ Consortium bidders must satisfy JV requirements above to be considered in the CDP panel.</p>										

The IDT reserves the right to verify the validity of the submitted documents

Bidders on the main IDT panel of contractors will not be considered for CDP.

The Bidders who complied with the eligibility and administrative criteria in stage 1 are considered for further evaluation on their capability to execute the project.

PHASE 2: EVALUATION ON FUNCTIONALITY/TECHNICAL REQUIREMENT

Stage two (2) specifies in detail the functionality/technical criteria to be considered under the evaluation according to the criteria listed below. Only bidders who meet the threshold of 70 point and above out of the total 100 functionality/quality points will be eligible to be in the panel.

FUNCTIONALITY EVALUATION

Functionality Criteria		Points Allocation
A	Experience the company on projects not older than 10 years	30
B	Previous Experience (Client References)	15
C	Client References	10
D	Qualifications, Skills, and Experience of the key assigned personnel in Built Construction Environment	15
E	Specific Goals	30
TOTAL POINTS		100

FUNCTIONALITY EVALUATION SCORECARD			
Functional Score Area	Criteria	Overall score	Score
A. Proof of Construction experience in the past ten (10) years (track record) Points allocated for submission of appointment letter/Purchase Order indicating (Project Description, Project value and recent financial statements) and Certificate of each completed project(s): NB. Failure to submit all of the above-mentioned documents will result in non-allocation of points and certificate(s) must be signed and dated by the client in order to be considered	Capacity to deliver (Previous Experience)	30	Score
	1 Project (R500 000-R1 Million) or	CIDB Grade 2GB	30
2 Projects (From R250 000- R500 000)	2 completed projects	30	
	1 completed projects	15	
	CIDB Grade 3GB	30	
1 Project (R1 Million-R3 Million) or	3 Completed Projects	30	
2 Projects (From R750 000- R1 Million)	2 Completed Projects	15	
	1 Completed Projects	5	
	CIDB Grade 4GB	30	
1 Project (R3 Million –R6 Million) or	4 completed projects	30	
2 Projects (R1 Million- R3 Million)	3 completed projects	20	
	2 completed projects	10	
	1 completed projects	5	
B. References linked to construction track record mentioned in A above. Refer to provided template	Previous Experience (Client References)	15	
	4 reference letters	15	
	3 reference letters	10	
	1-2 reference letters	5	
C. Qualifications of the key Resources (Directors) – Built Construction Environment : Built Engineer, Civil Engineering, Mechanical and Electrical Engineering, QS, etc.	Qualification of Key Staff	15	
	CV & Degree in built construction environment	15	
	CV & National Diploma in built construction environments	10	
	CV & National certification in built construction environment	5	

D. Key Personnel Relevant Experience (Directors)	Experience of key Resources	10	
	5 - 10 Years	10	
	1 - 4 Years	5	
E. Specific Goals	Female and Youth Ownership	30	
	Female Ownership	10	
	100% Female ownership	10	
	1-50% Female ownership	5	
	Youth Ownership	10	
	100% Youth ownership	10	
	1-50% Youth ownership	5	
	Disability	10	
	Doctor's certificate/letter with a doctor' practice number	10	
	No submission	0	
Maximum Points		100	
NOTE: Bidders are required to score minimum functionality of 70 points. Bidders who fail to meet the required minimum points will not be considered.			

EXPLANATION OF THE EVALUATION SCORECARD

A. Relevant Experience on Construction Projects (30 points)

- A schedule of completed contracts in built construction environment in relation to general building works. The following details must be included in the schedule and to score points we need Appointment letters; practical completion certificates or Final Completion certificate for each project submitted (please note civil works will not be accepted as experience i.e. roads, bridges, water, etc.):

NB: Should the bidder not submit any of the required documents on a specific project, that specific project will not be considered.

- Full description of the project
- Name of Employer / client and their representative contact details
- Cost of the works
- Date of practical completion
- Duration of the project: start date and completion date.
- Only general building projects will be considered, (please note that civil works such as roads, bridges, water etc, will not be accepted as experience.

B. Client References (15 points)

Complete IDT Reference form for projects submitted as complete under firm's experience. The following details must be in the reference form no other format will be accepted:

- Only fully signed and completed forms by the client will be accepted.
- Clear client contact details

C. Qualifications, skills and experience of the key personnel (Directors) assigned (15 POINTS)

- Provide information on the individuals with qualifications, skills and experience of key resources:
- Relevant Qualifications (bidders are to include copies of the relevant qualifications of key individuals)
- Number of years of relevant experience in the industry and in the proposed role
- Detailed CVs for each member of the team noting their specific relevant project experience, project description, role and responsibility and project value.
- SAQA verification certificate must be attached for international qualifications. No points will be allocated for international qualifications if the SAQA verification certificates are not attached.

TABLE 1 Qualifications of proposed key personnel (15 POINTS)

Name of Proposed Key Personnel	Qualification within the Built construction environment profession (15 points)			
	Not submitted	Certificate	National Diploma (NQF 1-6)	Bachelor Degree (NQF 7)
1. Directors	0	5	10	15

D. Table 2 Evaluation sub-criteria: Experience of proposed key personnel (10 points)

Name of Proposed Key Personnel	Experience of proposed key personnel (10 points)	
Directors	Between 1 - 4 Years	Between 5 – 10 years
	5 points	10 points

E. Specific Goals (30 Points)

FEMALE OWNERSHIP
<p>Female ownership</p> <p>10 Points (to be confirmed on company CSD to be proportionated as per percentage of ownership)</p>
YOUTH OWNERSHIP
<p>Youth ownership</p> <p>10 Points (to be confirmed on company CSD to be proportionated as per percentage of ownership)</p>
PWDs
<p>People living with disabilities</p> <p>10 Points (to be confirmed a Doctor’s letter with a practice number)</p>

- The IDT panel of contractors will be utilized on a competitive basis as and when service is required. IDT SCM will send all requests for Price Quotation to all bidders on the IDT panel of contractors based on the project specific CIDB grading class of work.
- When bid/s are requested by IDT, bidders are to provide the CV’s, key qualifications and professional registration certificates of key personnel who will be assigned to the project. Failure to provide this documentation will lead to the bidder being disqualified.
- Once a Bid/s is awarded to a contractor, it is expected that the key personnel submitted by the contractor will be on site for the duration of the project. In the event that the key personnel have resigned, the contractor must notify IDT and submit CV’s and qualifications of the replacement key personnel. Failure to do so may lead to the contractor being disqualified from appointment of any further projects.
- IDT may request only contractors located in a certain province to provide a Price Quotation depending on the scope of work and magnitude of the project.
- The request for price quotation durations will be for 7-14 Days

It is therefore of utmost importance that the bidder provides the key personnel who will be executing the project for the full duration of the project. Should a resource be replaced, CV's, key qualifications and professional registration certificates with equivalent qualifications and experience must be provided.

List of other Non-Mandatory Returnable Documents Including Technical Returnable "Compulsory Documents Checklist

RETURNABLE DOCUMENTS	TICK
1. A completed affidavit (template provided) for the two nominated members of the entity who undertake full commitment to the IDT CDP Programme	
2. CVs of directors	
3. Certified copies of qualifications of directors (nominated CDP representatives)	
4. Company profile	
5. CIPC Document	
6. Company financial documents	
7. Evaluation schedule: experience on previous projects references	
8. Proof of valid CIDB registration Valid for GRADE 2GB TO 4GB	
9. Authority to Sign this Bid for companies that has more than one director	
10. Valid COIDA/FEM Certificate	
11. Originally Certified ID Document for evidence of Women & Youth	
12. Central Supplier Database full report	
13. Proof of business / residence (municipal bill or lease agreement accompanied by land lord's bill and proof of payment not older than 3 months)	
14. Reference letter/s	
15. Appointment letters – construction work track record and associated work completion certificates	
16. Persons with disability must submit an authentic originally signed and stamped letter from professionally registered medical doctor indicating a medical practice number.	
17. Experience of company on similar projects not older than 10 years, e.g. appointment letters.	
18. Tax Compliance Letter	

REQUIRED RETURNABLE QUALITY FUNCTIONALITY AND EVALUATION DOCUMENTS

EVALUATION SCHEDULE: KEY PERSONNEL / DIRECTORS ASSIGNED TO THE CDP

The Bidder shall furnish a completed affidavit (template provided) for the two nominated director (s)/(management) of the entity who undertake full commitment to the CDP.

Certified proof of qualifications and professional registration (not older than six months) must be appended to these schedules, together with the Curriculum Vitae of each individual. Failure to attach them will result in a zero score.

**A. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES
RECOMMENDATION PURPOSES**

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME: _____

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client:

Tender Amount:.....

Name of Project and description:

Contract Duration

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client I PA Signature•_____

Date:.....

STAMP

B. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES
RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME: _____

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Tender Amount:.....

Name of Project and description:

Contract Duration

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client / PA Signature• _____ Date:.....

STAMP

C. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES
RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME: _____

Type of Project, e.g.:

 (New school, renovation of clinic, general scope, etc.)

Client:

Tender Amount:.....

Name of Project and description:

Contract Duration

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client / PA Signature• _____ Date:.....

STAMP

D. EVALUATION SCHEDULE: EXPERIENCE ON PREVIOUS PROJECTS REFERENCES
RECOMMENDATION PURPOSES

The following are to be completed by the Client and is to be supported in each case accompanied by Signed Appointment Letter; (ii) Signed and Stamped Reference (in the form issued to the tenderer)

PROJECT NAME:

Type of Project, e.g.:

(New school, renovation of clinic, general scope, etc.)

Client:

Tender Amount:.....

Name of Project and description:

Contract Duration

RATE SERVICE PROVIDER ON THEIR OVERALL PERFORMANCE

DESCRIPTION	SCORE	TICK APPROPRIATE SCORING
Very Good	5	
Good	4	
Fair	3	
Poor	2	
Not Acceptable	0	

Any other remarks considered necessary to assist in evaluation of the Service Provider?

Client/Principal Agent contact person-.....

Telephone-.....

I hereby declare that to the best of my knowledge, information completed above is true and correct and I understand that I will be held responsible for any misrepresentation

Client / PA Signature•_____ Date:.....

STAMP

KEY PERSONNEL (DIRECTORS) SCHEDULE

T2.B7 EVALUATION SCHEDULE: KEY PERSONNEL ASSIGNED TO THE WORK

The Bidder shall insert in the spaces provided on the following pages details of the key personnel required to be in the employment of the bidder or other organization, in order for the bidder to be eligible to submit a bid for this project. Certified proof of qualifications and professional registration (not older than six months) must be appended to these schedules, together with the Curriculum Vitae of each individual. Failure to attach them will result in a zero score.

The Bidder shall list below the personnel that he intends to utilize on the Works, including key personnel that may have to be brought in from outside if not available locally. The proposed personnel cannot be replaced without an approval of the employer.

Insert in the table below the key personnel and their proposed function

Only key personnel listed on the table below will only be considered for evaluation

1. KEY PERSONNEL 2: CURRICULUM VITAE: DIRECTOR

(Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations, certificates for key personnel are required and must be attached in support of this form

No.	Key Person Name	Category of key personnel	Qualifications	Professional Registration	Years of Experience
1.		Director			
2.		Co-Director		N/A	

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Professional Body:	Category of Registration:	Registration Number:
Name of Employer :		
Current position:		Years of Experience:
<u>Employment Record:</u>		
<u>Relevant Experience Required:</u>		

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
SIGNATURE OF THE INCUMBENT

INCUMBENT'S IDENTITY NUMBER

2. KEY PERSONNEL 3: CURRICULUM VITAE: CO-DIRECTOR

Name:	Date of birth:
Profession:	Nationality:
Qualifications:	
Name of Employer:	
Current position:	Years of Experience:
<u>Employment Record:</u>	
<u>Relevant Experience Required:</u>	

Detailed CV'S, originally certified copies (not older than 6 months) of qualifications and registrations, certificates for key personnel are required and must be attached in support of this form) Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications, and my experience.

.....
SIGNATURE OF THE INCUMBENT

INCUMBENT'S IDENTITY NUMBER

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (INDEPENDENT DEVELOPMENT TRUST (IDT))					
BID NUMBER:	IDTMPU-CDP-2025-2028	CLOSING DATE:	25 JUNE 2025	CLOSING TIME:	12:00
DESCRIPTION	THE APPOINTMENT OF A PANEL FOR CONTRACTOR DEVELOPMENT PROGRAMME (CDP) 2GB TO 4GB FOR WOMEN, YOUTH & PEOPLE LIVING WITH DISABILITIES OWNED COMPANIES FOR A PERIOD OF THREE YEARS SD FOR 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE INDEPENDENT DEVELOPMENT TRUST (IDT)					
20 Corner Paul Kruger and Ferreira Street					
NELSPRUIT					
1200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Surprise Mthombeni		CONTACT PERSON	Sylvia Sibiya	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	SurpriseM@idt.org.za		E-MAIL ADDRESS	SylviaS@idt.org.za	
SUPPLIER INFORMATION					
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

SBD 6.1 REQUIREMENT MUST BE COMPLIED TO CLAIM POINTS ON SPECIFIC GOALS			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>			

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p>

- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 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.”

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 interest¹ in the enterprise, employed by the state? **YES/NO**

2.2 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

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

2.3. 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:

.....
.....

2.4. 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING

ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE

TO BE FALSE.

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

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

.....

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner:

Full name of partner	Residential address	Signature
.....
.....
.....

We, the undersigned partners in the business trading as hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....
SIGNATURE

.....
SIGNATURE

.....
SIGNATURE

.....
DATE

.....
DATE

.....
DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

..... Mr/Mrs/Ms....., whose signature

appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS**DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED DIRECTOR (S)/MEMBERS/EMPLOYEES OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME

NOMINATION FORM 1

I Mr/Ms the Director of the company,
..... Nominate Mr/Msto serve and represent our company in the IDT Contractor Development Programme for the period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required qualifications as specified in the tender document.

I Mr/Ms ID No: accept/reject (delete that which does not apply) the nomination to serve and represent the company in the CDP programme for a period of three (3) years.

Name

Signature Date.....

Company Director

A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL COMMITMENT TO THE IDT CDP PROGRAMME

NOMINATION FORM 2

I Mr/Ms the Director of the company,
..... Nominate Mr/Msto serve and represent our company in the IDT Contractor Development Programme for the period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the required qualifications as specified in the tender document.

I Mr/Ms ID No: accept/reject (delete that which does not apply) the nomination to serve and represent the company in the CDP programme for a period of three (3) years.

Name

Signature Date.....

Company Director

1. PROOF OF VALID CIDB REGISTRATION

4. VALID COIDA/FEM CERTIFICATE

2. CENTRAL SUPPLIER DATABASE FULL REPORT

3. PROOF OF BUSINESS / RESIDENCE (MUNICIPAL BILL OR LEASE AGREEMENT ACCOMPANIED BY LAND LORD'S BILL AND PROOF OF PAYMENT NOT OLDER THAN 3 MONTHS)

**4. CERTIFIED COPIES OF QUALIFICATIONS OF DIRECTORS (NOMINATED
CDP REPRESENTATIVES)**

5. CVS OF DIRECTORS

6. COMPANY PROFILE

7. REFERENCE LETTER/S

8. COMPANY FINANCIAL DOCUMENTS

**9. PERSONS WITH DISABILITY MUST SUBMIT AN AUTHENTIC
ORIGINALLY SIGNED AND STAMPED LETTER FROM
PROFESSIONALLY REGISTERED MEDICAL DOCTOR INDICATING
PRACTICE NUMBER.**