

EXPRESSIONS OF INTEREST [EOI]



ELIDZ STP is requesting submissions from parties interested in developing their Prototypes at the ELIDZ Science & Technology Park.

THEREAFTER

THROUGH A SEPARATE "REQUEST FOR PROPOSAL" [RFP] PROCESS

to appoint **Innovators** to undertake the Development of Prototypes over an agreed period of 12 months

EOI NUMBER:	2017 - EOI – STP - 001
ISSUE DATE:	03 OCTOBER 2017
CLOSING DATE:	27 OCTOBER 2017
CLOSING TIME:	12:00

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**EOI for the Development of Prototypes
for ELIDZ SOC**

Section 1 : NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ will only approach those entities which have completed and submitted an EOI to ELIDZ through this procurement process. The subsequent Request for Proposal [**RFP**] if and when this is issued by ELIDZ during 2017/18 period will be limited only to those Respondents who have submitted this EOI **and** who have been shortlisted following the evaluation/prequalification process stipulated in this EOI.

Please note the following conditions are applicable to all tenders.

- A compulsory briefing session will be held on the 03 October 2017 starting at 10h00 at the East London IDZ Head Office building, auditorium.
- Questions relating to the EOI will be accepted until 16h00 on the 13 October 2017. All questions must be submitted to Anathi Mgwaza via e-mail to anathi@elidz.co.za
- The closing date for this tender is at **12h00 on the 27 October 2017**;
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Tender documents are to be securely bound;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.

Service Providers that will be approved following this process must be registered on CSD database from Treasury

Any additional information or clarification will be faxed or emailed to all Respondents, if necessary.

2 RESPONSE SUBMISSION

It will be the responsibility of the respondent to ensure that the Expression of Interest reaches the ELIDZ. Proof of posting will not be taken as proof of delivery. All tender documents submitted are to be securely bound and submitted in duplicate.

The tender should be placed in a sealed envelope marked "EOI- Prototype Development" and deposited by hand in the tender box before the closing date and time of 12h00, 27 October 2017. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

Respondent's Signature

Date and Company Stamp

The tender box will be marked tender name "EOI- Prototype Development" which can be found in the following location:

The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyridge, East London, 5201

Tender must be marked:

For the attention of: Anathi Mgwaza: SCM Officer

3 DELIVERY INSTRUCTIONS FOR EOI

Delivery by hand

If delivered by hand, the envelope must be deposited in the ELIDZ tender box which is located at tender box will be marked tender name "EOI- Prototype Development" which can be found in the following location:

The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyridge, East London, 5201

Tender must be marked:

For the attention of: Anathi Mgwaza: SCM Officer

4 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

Respondent's Signature

Date and Company Stamp

5 COMMUNICATION

- 5.1 For specific queries relating to this EOI/EOI a Clarification Request Form should be submitted to Anathi Mgwaza before **12:00 on 13 October 2017** substantially in the form set out in Section 7. In the interest of fairness and transparency ELIDZ's response to such a query will then be made available to the other Respondents who have collected RFP documents. For this purpose ELIDZ will communicate with Respondents using the contact details provided to the Secretariat on issue of the bid documentation to the Respondent. Kindly ensure that you provide the Secretariat with the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- 5.2 After the closing date of the EOI a Respondent may only communicate with the Supply Chain Officer, at telephone number 087 372 8258, email anathi@elidz.co.za on any matter relating to this EOI Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date. Respondents are warned that a Proposal may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with ELIDZ in the future.

6 CONFIDENTIALITY

- 6.1 All information related to this EOI is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from the Development of Prototypes, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

7 INSTRUCTIONS FOR COMPLETION OF EOI

- 7.1 EOI proposals must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.
- 7.2 All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.
- 7.3 The person or persons signing the submission must be legally authorised by the respondent to do so.

8 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

- 8.1 It is envisaged that Respondents to this EOI will be subjected to 1st Phase of Technical compliance criteria and will be shortlisted in order to proceed to a second Phase of evaluation which will be presentations.
- 8.2 This EOI is not an offer to purchase and ELIDZ is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.
- 8.3 As this is an Expression of Interest only, no business will be awarded through this process.

9 DISCLAIMERS

9.1 Respondents are hereby advised that ELIDZ is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:

- a) utilise any information provided to it in response to this EOI to draft the scope of requirements for inclusion in an RFP;
- b) take no further action whatsoever, if it so decides
- c) withdraw from this process and the provisions of this project at any time;
- d) select the EOI and RFP participants based on ELIDZ's criteria;
- e) change the dates of adjudication and submission;
- f) not invite EOI respondents for further participation in the RFP process;
- g) not bind itself to accept any or all of the EOIs;
- h) increase or decrease the quantities/scope as indicated in the EOI;
- i) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to ELIDZ to do so;
- j) request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
- k) not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.
- l) enter into price negotiations with the preferred bidder/s.

9.2 ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.

9.3 Kindly note that ELIDZ will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

10 TAX COMPLIANCE

Tax Requirements

Bidders must ensure compliance with their Tax obligations

Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status

Application for tax compliance status (TCS) or PIN may also be made via e-filing.

Bidders may also submit a printed TCS together with the bid

In Bids where consortia/joint venture/ sub-contractors are involved, each pay must submit a separate proof of TCS/PIN/CSD number

Where no TCS is available but the bidder is registered on the CSD database, a CSD number must be provided

Respondent's Signature

Date and Company Stamp

11 PROTECTION OF PERSONAL DATA

In responding to this bid, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, ELIDZ requires Respondents to process any personal information disclosed by ELIDZ in the bidding process in the same manner. The detailed mutual duties of ELIDZ and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

Respondent's Signature

Date and Company Stamp

EOI for the Development of Prototypes for ELIDZ SOC

Section 2 : EOI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The Science and Technology Park (STP) component of the East London Industrial Development Zone (ELIDZ) has been established to contribute towards increasing the competitive and comparative advantages of the zone as an investment destination through the utilisation of innovation. To this effect the STP aims to enhance competitiveness through productivity and innovation.

In order to realise this strategic goal, the STP has been mandated to meet the following four(4) strategic objectives:

- Operationalise the ELIDZ 3D facility for prototype development and training purposes,
- Research complementary areas and investigate cross-cutting potential across value chains, industries and sectors,
- Institute and facilitate Graduate Business Programme (skills development for the knowledge economy),
- Centre for Research and innovation in Manufacturing in collaboration with local Institutions of higher learning, industry and government.

Pertinent here from the objectives above is the ability to create an enabling environment that will enable the STP to ensure the effective and efficient development of prototypes and technology demonstrators, which will create a pipeline for small enterprises to locate in the zone.

A critical output of this strategy therefore is to produce prototypes, which will demonstrate the capability of the STP to generate solutions to technological challenges facing the province and the ELIDZ, and provide traction for future investment and development.

2 BACKGROUND

The STP currently has a need therefore to attract, incubate and develop prototypes with the aim of creating a “project pipeline” of potential future investors who are envisaged to locate within the STP, and once their prototypes reach a level of maturity and require a manufacturing plant, be “spun out” into the ELIDZ as a manufacturing entity.

The requirement is for the establishment of capability to produce prototypes that will assist Innovators to demonstrate their innovations to potential investors in order to proceed to the testing or industrial production of these prototypes.

3 KEY OBJECTIVES OF THIS EOI PROCESS

The STP is seeking suitably qualified innovators, small enterprises and entrepreneurs to respond to this Expression of Interest –EOI, for the development of prototypes.

The focus of the prototype development should be aligned to the ELIDZ Strategic focus sectors which are :

- Automotive,
- Renewable Energy,
- Aquaculture,
- Agro-Processing which includes Pharmaceuticals,
- ICT and
- General Manufacturing.

Therefore proposals that are directed towards these Industry Sectors will be considered.

These below will be the fundable activities for this initiative:

- Initial proof of concept,
- Business Plan Development,
- IP Development,
- Prototype development and evaluating prototypes against customer requirements,
- Detailed primary market research

This EOI will lead to a Request for Proposal (RFP) issued to eligible respondents from the EOIs submitted.

4 FINANCIAL CONTRIBUTIONS

East London IDZ Science &Technology Park has allocated up to R350,000 for an Innovation. The total funding allocation will be R1,400,000,00 for the 2017/18 financial year.

5 GENERAL RESPONDENT OBLIGATIONS

5.1 The Respondent(s) shall be fully responsible to ELIDZ for the acts and omissions of persons directly or indirectly employed by them.

5.2 The Respondent (s) must comply with the requirements stated in this EOI.

6 CONFIDENTIALITY AND COMPLIANCE

This EOI and information contained herein or provided for purposes thereof, remain the property of ELIDZ and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether a EOI is submitted or not) shall treat the details of this document as strictly private and confidential.

Information disclosed in this EOI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic EOI.

7 UNDERTAKINGS BY RESPONDENT

It will be accepted that the Respondent, on submitting the EOI response, has read, understood and accepted all the terms and conditions of the document. The submission of an EOI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the EOI Response document.

Respondent's Signature

Date and Company Stamp

8 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit a EOI response must be in possession of this document, the EOI. ELIDZ will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the EOI and the costs of the EOI at all stages of the EOI process. Costs, if any, will be for each Respondent's own account.

ELIDZ reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their EOI, at the Respondent's own cost.

9 AUTHORITY OF SIGNATORY

- 9.1 If the EOI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the company, must be submitted with their EOI.
- 9.2 If the EOI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the partnership, must be submitted with this EOI.
- 9.3 If the EOI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this EOI and any other documents and correspondence in connection with this EOI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the EOI response.

10 UNDERTAKING BY ELIDZ

In responding to this EOI, ELIDZ encourages all EOI Respondents to put their best effort into the construction and development of the proposal.

The EOI process will include due governance and the results of the adjudication process will be available to Respondents who are not successful under certain conditions. This will be allowed at the sole discretion of ELIDZ.

11 EOI SELECTION CRITERIA

ELIDZ STP is looking to provide funding to early-stage technology start-ups, innovators, entrepreneurs and small enterprises.

Only entities that fulfil these requirements will be considered eligible:

- Stage of the Innovation : pre-revenue; revenue generating
- SARS PIN or Valid Tax Clearance certificate,
- Potential to create competitive new IP.
- Experience level of the team.
- A prototype that aligns with ELIDZ focus sectors
- A project that is developing new technology, expanding or improving current technology

**EOI for the Development of Prototypes
for ELIDZ SOC**

Section 3 : ELIDZ'S EOI INFORMATION

1 STATISTICS

1.1 Development of a Prototype

Please note that the aforementioned information is provided merely as an indication of the size and nature of ELIDZ's current requirements and consequently does not necessarily reflect the extent of the services to be provided by appointed service Provider(s) through an award of business at any future date. Therefore the service providers are welcome to submit additional information (e.g. other capabilities that you may deem to be relevant)

2 REQUIREMENTS FOR EOI

Respondents expressing an interest to participate in this EOI stage must qualify in terms of the minimum predetermined requirements and have the capability to supply / provide the full range of Services, as set out below:

Minimum Eligibility Criteria (pre-qualification criteria) are as follows:

- (i) Only proposals that achieve a minimum qualification score of 70% in the Functionality Evaluation matrix below.
- (ii) Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated,
- (iii) The service shall be prepared for a possible presentation should ELIDZ STP require such and the respondent shall be notified thereof no later than 5 days before the actual presentation.

Respondent's Signature

Date and Company Stamp

3 TECHNICAL CAPABILITY

- FUNCTIONALITY EVALUATION MATRIX

EVALUATION CRITERIA	POINTS	Returnable Documents
Potential and Stage of Innovation	45	IP Certificate, Drawings to scale, prototype ready
Patented Technology, Innovation drawings are ready for prototyping within STP existing resources with potential to generate new benefits through the application of this Innovation.	45	IP Certificate, Drawings to scale
Draft drawings to scale, read for generating prototype.	30	Draft drawings to scale
Drafted idea, no theoretical testing	15	Draft ideas
Value of the Innovation	30	Market research showing product/service marketability and applicability
Market research showing product/service marketability and applicability across South Africa	30	
Market research showing product/service marketability and applicability in the Eastern Cape	20	
Market research showing product/service marketability and applicability in the East London	10	
Experience Level of Team	25	CV's of the Member/s allocated to the Prototype Development project (at least 2 CV's to contain a cover letter summarising the previous/current similar work in Products or services development).
Project Lead > 5 years	10	
Above 3 years < 5 years	10	
Below 5 years	5	
Developer > 3 years	5	
Above 1 years < 3 years	5	
Below 1 years	5	
Total Score	100	

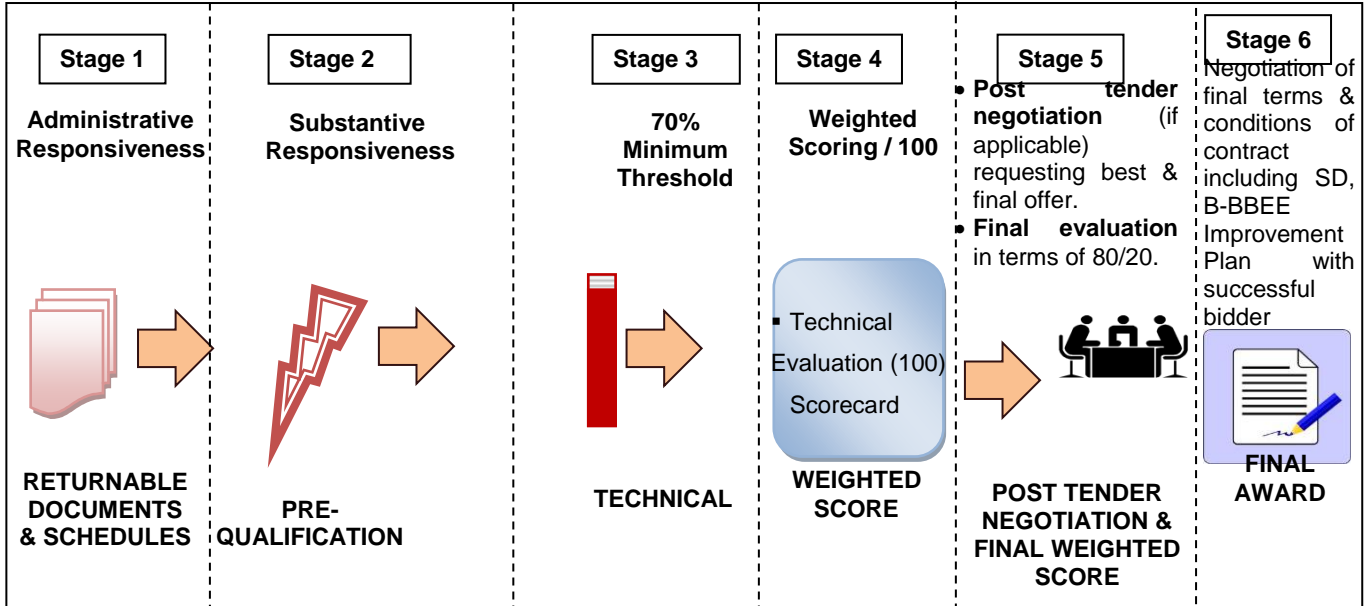
Respondents are required to indicate their existing technical capability by ticking the applicable box in the table below:

Respondent's Signature

Date and Company Stamp

4 VALUATION METHODOLOGY AND CRITERIA

During this EOI process and the subsequent RFP process ELIDZ intends utilising the following methodology and criteria in selecting a preferred Supplier(s). Please note that the criteria and/or weightings listed in the various stages below may change at RFP stage.



NB: The EOI process will end at Stage 4. Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, ELIDZ reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must therefore not be interpreted to mean that bidders have necessarily passed any previous stage(s).

4.1 SUMMARY OF PROPOSED EOI EVALUATION THRESHOLD AND WEIGHTINGS

EVALUATION CRITERIA	MINIMUM THRESHOLD [%]
Technical / functionality	70%

EVALUATION CRITERIA	FINAL WEIGHTED SCORES
Technical / functionality	100
TOTAL SCORE:	100

Note: ELIDZ will reserve the right to conduct post-tender negotiations with the preferred Respondent(s) during RFP stage.

4.2 FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS

In the event of a RFP following this EOI process, it will be a condition precedent prior to the award of business in terms of that RFP that the successful Respondent demonstrates its ability to fund ELIDZ's requirements.

Respondent's Signature

Date and Company Stamp

**EOI for the Development of Prototypes
for ELIDZ SOC Ltd operating as East London Industrial Development Zone**

Section 4 : EXPRESSION OF INTEREST

I/We _____

[name of company, close corporation or partnership]

of [full address] _____

carrying on business under style or title of [trading as]

represented by _____

in my capacity as _____

being duly authorised, hereby lodge an **Expression of Interest** in the development of Prototypes, over a period of 12 months **[01] years**, as follows:

ADDRESS FOR NOTICES

Respondent to indicate its *domicilium citandi et executandi* hereunder:

Name of entity: _____

Facsimile: _____

Address: _____

NAME(s) AND ADDRESS / ADDRESSES OF DIRECTOR(s) OR MEMBER(s)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the EOI is submitted.

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii) Full name(s) of director/member(s): Address/Addresses: ID Number/s:

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.....

.....

Respondent's Signature

Date and Company Stamp

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CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to ELIDZ’s business, written approval to divulge such information must be obtained from ELIDZ.

RETURNABLE DOCUMENTS

a) Respondents must submit with their responses to this EOI, **as a minimum requirement**, all the returnable documents indicated below with a [✓]. All Sections must be signed and dated by the Respondent.

Minimum Requirements - Returnable Documents	Submitted [✓]
SECTION 1 : EOI Scope of Requirements - Valid Tax Clearance certificate : Personal (pre corporate company and /or business)	
SECTION 2 : • Company Registration documents • ELIDZ Procurement Handbook	
SECTION 3 : ELIDZ’s EOI Information - Documents as proof of relevant Industry experience for at least 2 members	
SECTION 4 : Expression of Interest - IP Certificate	
In case of a joint venture, a copy of the joint venture agreement or written confirmation of the intention to enter into a joint venture agreement.	
Valid and original (or a certified copy) of proof of Respondent’s compliance to B-BBEE requirements stipulated in Section 8 of this RFP	

 Respondent’s Signature

 Date and Company Stamp

Description (List technical Capability below)	Yes	No
Potential of the Innovation (Drawings/Sketches)		
Value of the Innovation(Market Research)		
Experience Level of the Team(CV's of Members allocated to the project)		
Stage of the Prototype(IP Certificate, Drawings/sketches)		

Note: The extent to which you are able to provide all or any of the Technical Criteria indicated above will not necessarily penalise you from further participation in an RFP process. Responses to this EOI will permit ELIDZ to consider and formulate various options in terms of the proposed allocation of its supply requirements and/or allied Services.

b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide all essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below:

ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
<ul style="list-style-type: none"> - Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance or SARS PIN etc.) - CSD Registration Certificate not older than 10 days from tender closing 	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI/EOI. Should the Respondent be awarded the contract **[the Agreement]** and fail to present ELIDZ with such renewals as and when they become due, ELIDZ shall be entitled, in addition to any other rights and

 Respondent's Signature

 Date and Company Stamp

remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ELIDZ may have for damages against the Respondent.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp