

EXPRESSIONS OF INTEREST [EOI]



Expression of interest for Vehicle Disposal

EOI NUMBER: 2019 - EOI – FIN - 002
ISSUE DATE: 11 February 2019
VIEWING DATE: 15 February 2019 at ELIDZ Head office at 10:00
CLOSING DATE: 13 March 2019
CLOSING TIME: 12:00

SCHEDULE OF CONTENTS

| Section No | Page |
|---|-------------|
| SECTION 1 : NOTICE TO RESPONDENTS | 3 |
| 1 EXPRESSION OF INTEREST [EOI]..... | 3 |
| 2 RESPONSE SUBMISSION..... | 3 |
| 3 DELIVERY INSTRUCTIONS FOR EOI..... | 4 |
| 4 COMMUNICATION..... | 4 |
| 5 CONFIDENTIALITY | 4 |
| 6 INSTRUCTIONS FOR COMPLETION OF EOI | 4 |
| 7 DISCLAIMERS | 5 |
| 8 PROTECTION OF PERSONAL DATA | 5 |
| SECTION 2 : EOI SCOPE OF REQUIREMENTS | 6 |
| 1 INTRODUCTION..... | 6 |
| 2 KEY OBJECTIVES OF THIS EOI PROCESS | 6 |
| 3 GENERAL RESPONDENT OBLIGATIONS..... | 6 |
| 4 CONFIDENTIALITY AND COMPLIANCE | 6 |
| 5 UNDERTAKINGS BY RESPONDENT..... | 6 |
| 6 COSTS TO RESPOND TO THE EOI | 6 |
| 7 AUTHORITY OF SIGNATORY | 7 |
| 8 UNDERTAKING BY ELIDZ..... | 7 |
| 9 EOI SELECTION CRITERIA | 7 |
| SECTION 4 : EXPRESSION OF INTEREST | 8 |

**EXPRESSION OF INTEREST FOR VEHICLE DISPOSAL
OF THE ELIDZ SOC LTD**

Section 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Please note the following conditions are applicable to all tenders.

- A compulsory viewing session will be held on **15 February 2019** starting at 10h00 at the East London IDZ Head Office building, auditorium.
- Questions relating to the EOI will be accepted until 16h00 on the **11 March 2019**. All questions must be submitted to Lulama Giba via e-mail to lulama@elidz.co.za
- The closing date for this tender is at **12h00 on the 13 March 2019**;
- 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.

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 EOI 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- Vehicle Disposal" and deposited by hand in the tender box before the closing date and time of 12h00, **15 March 2019**. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

The tender box will be marked tender name "EOI- Vehicle Disposal" 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: Lulama Giba: 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- Vehicle Disposal" 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: Lulama Giba: SCM Officer

4 COMMUNICATION

For specific queries relating to this EOI/EOI a Clarification Request Form should be submitted to Lulama Giba before **12:00 on 11 March 2019**

- 4.1 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.
- 4.2 After the closing date of the EOI a respondent may only communicate with the Supply Chain Officer, at telephone number 043 702 8206, email lulama@elidz.co.za on any matter relating to this EOI Proposal.
- 4.3 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.

5 CONFIDENTIALITY

- 5.1 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 Acquisition of Investment Services, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

6 INSTRUCTIONS FOR COMPLETION OF EOI

- 6.1 All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.
- 6.2 The person or persons signing the submission must be legally authorised by the respondent to do so.

Respondent's Signature

Date and Company Stamp

7 DISCLAIMERS

- 7.1 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) take no further action whatsoever, if it so decides
 - b) withdraw from this process and the provisions of this project at any time;
 - c) change the dates of adjudication and submission;
 - d) not bind itself to accept any or all of the EOIs;
 - e) increase or decrease the quantities/scope as indicated in the EOI;
 - f) 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;
 - g) 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.
 - h) enter into price negotiations with the preferred bidder/s.
- 7.2 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.
- 7.3 Kindly note that ELIDZ will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

8 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.

Respondent's Signature

Date and Company Stamp

**EXPRESSION OF INTEREST FOR VEHICLE DISPOSAL
OF THE ELIDZ SOC LTD**

Section 2 : EOI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The East London Development Zone SOC Ltd is a “greenfields” development project that is part of a sub-regional economic growth and employment creation initiative driven by the government’s micro-economic reform strategy, as implemented by the South African Department of Trade and Industry.

The development and operation of the Zone are managed by the East London Industrial Development Zone SOC Ltd, under authorization by the State. The company was established to plan and implement the East London IDZ in a phased manner for manufacturing and other industrialists and features world class infrastructure and dedicated utility and other services.

2 KEY OBJECTIVES OF THIS EOI PROCESS

The successful bidder will be offered an opportunity to purchase the vehicle that is presented for disposal at the offered price not lower than the reserved price. The vehicle is a 2008 Volkswagen Caddy panel van 1.9TDI

3 GENERAL RESPONDENT OBLIGATIONS

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

4 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.

5 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.

6 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit an 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.

Respondent’s Signature

Date and Company Stamp

7 AUTHORITY OF SIGNATORY

- 7.1 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.
- 7.2 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.
- 7.3 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.

8 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.

9 EOI SELECTION CRITERIA

9.1 Technical Considerations

Failure to complete and submit all the required documents for this EOI would put the respondent at a disadvantage.

9.2 Company Profile

- Provide an overview of your company profile, including the profile of the managing director or owner.

The above information will be used to assess the company’s capacity to back up its offer to purchase. A well-structured company profile would assist in the evaluation process.

Note:

- Any misrepresentation of facts may lead to disqualification.

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

Respondent’s Signature

Date and Company Stamp

**EXPRESSION OF INTEREST FOR VEHICLE DISPOSAL
OF THE ELIDZ SOC LTD**

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 Vehicle Disposal, 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:

.....

.....

.....

.....

Respondent's Signature

Date and Company Stamp

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 : <ul style="list-style-type: none"> • Company Registration documents where applicable and/or • Certified copy of bidder’s identity documents | |

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: _____

PRICE SCHEDULE EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

| Nature of services | Price (Excluding VAT) |
|---|--------------------------|
| 1 Make: Volkswagen Model: Caddy panel van 1.9 TDI Year: 2008 Mileage: 160 000 km | |
| VAT at 15% | |
| TOTAL PRICING INCL VAT | |

 Respondent’s Signature

 Date and Company Stamp