

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 "EXPRESSION OF INTEREST" [EOI] PROCESS

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

EOI NUMBER: 2022 - EOI – STP - 007
ISSUE DATE: 07 February 2022
CLOSING DATE: 04 March 2022
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 Expression of Interest [EOI] if and when this is issued by ELIDZ during 2019/20 period will be limited only to those Respondents who have submitted this EOI and who have been shortlisted following the evaluation/pre-qualification process stipulated in this EOI.

Please note the following conditions are applicable to all EOIs.

- Questions relating to the EOI will be accepted until **16h00 on the 25 February 2022**. All questions must be submitted to Anathi Mzantsi via e-mail to anathi@elidz.co.za
- The closing date for this EOI is at **12h00 on the 04 March 2022**;
- Only Hand delivered securely bound hard-copy proposals will be considered;
- ELIDZ is not obligated to accept any proposal;
- Any expenses incurred by the respondent in preparing and submitting the proposal will be for the its own 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 proposer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the EOI conditions or which are incomplete will, as a general rule, not be considered.
- Company registration documents and ELIDZ procurement handbook
- Valid SARS PIN or Tax Clearance Certificate with their submission
- Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover,

Respondents that will be approved following this process will be required to register on Treasury's CSD database Any additional information or clarification will be 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. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. All hand delivered EOI documents submitted are to be securely bound and submitted in duplicate in the tender box provided at ELIDZ Head Office. The EOI should be placed in a sealed envelope marked "EOI - Prototype Development" before the closing date and time of **12h00, 04 March 2022**. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

3 DELIVERY INSTRUCTIONS FOR EOI

Delivery by hand

Only submissions delivered by hand will be accepted, the envelope must be deposited in the ELIDZ tender box, which is located at reception area, it will be marked tender name "EOI- Prototype Development" which will be found in the following location:

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

EOIs must be marked:

For the attention of: Anathi Mzantsi: 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 51% 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 funding may be awarded to the proposals with relevant innovative products. The funding may be awarded to a respondent 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 innovators. Any misrepresentation of facts by innovators 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 innovator and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the innovator'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).

5 COMMUNICATION

- 5.1 For specific queries relating to this EOI, an email should be submitted to Anathi Mgwaza at any time before **12:00 on 25 February 2022** 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 attended a Briefing Session. For this purpose, ELIDZ will communicate with Respondents, using the contact details provided to the Secretariat at the briefing session. Kindly ensure that you provide the Secretariat with the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a respondent 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 canvas 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 hard copies [1 original] 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 Returnable Documents & Schedules compliance criteria and will be shortlisted in order to proceed to the follow up Phases of evaluations till the candidate/s that meet the criteria is awarded.

8.2 This EOI is not an offer or award and ELIDZ is under no obligation to accept any proposals in this process.

8.3 This Expression of Interest is for Prototypes development only; no business will be awarded through this process.

9 DISCLAIMERS

9.1 Respondents are hereby advised that ELIDZ will not be 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) select the EOI participants based on ELIDZ's criteria;
- d) change the dates of adjudication and submission;
- e) not invite EOI respondents for further participation in the EOI process;
- f) not bind itself to accept any or all of the EOIs;

- g) increase or decrease the quantities/scope as indicated in the EOI;
 - h) 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 proposal, Respondents hereby irrevocably grant the necessary consent to ELIDZ to do so;
 - i) request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
 - j) Not accept any changes or purported changes by the Respondent to the proposal rates after the closing date and/or after the award of the prototypes development, unless the contract specifically provides for it.
 - k) Enter into price negotiations with the preferred innovator/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

Innovators must ensure compliance with their Tax obligations.

Innovators are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the taxpayer'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 submissions where consortia/joint venture/ sub-contractors are involved, each party 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.

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.

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) was established to contribute towards the ELIDZ's vision of becoming a catalyst for growing a strong regional industrial base, supported by a business ecosystem that serves to extend the global competitiveness of local industries.

As the ELIDZ starts its 2020/21 – 2024/25 strategic period, it aims to bolster technology-led innovations and industrial modernisation. It aims to do this by looking to leverage targeted sector innovation opportunities. This will aid advancing the competitive and comparative advantages of the zone as an investment destination through the utilisation of industrial development and innovation.

Pertinent here from this aim and outcomes is the ability to create an enabling environment that will ensure the effective and efficient development of prototypes, technologies and products thus creating a pipeline for small enterprises to locate in the zone, to essentially incubate them.

A critical output of the strategy therefore is to produce prototypes, products which will demonstrate the capability of the STP to generate solutions to technological challenges facing the ELIDZ and the province and provide traction for future investment and development. The prototypes development project started in the last 5-year strategic cycle and was able to generate 9 patented innovations, of which 1 has grown into a manufacturing factory with its product in the market. Two prototypes are being further tested to assess their market and commercial viability. The other five prototypes were completed and are being explored for further development and funding.

2 BACKGROUND

The project aims to attract and incubate entrepreneurs, who will develop their prototypes. The aim is of creating a "project pipeline" of potential future investors. It is envisaged that these entrepreneurs will locate within the STP, and once their prototypes have the appropriate level of maturity and require a manufacturing plant, be "rolled out" into the ELIDZ as manufacturing entities.

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,
- 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,
- IP Development,
- Prototype development and evaluating prototypes against customer requirements,
- Primary market research and launch,
- Field testing and commercialisation.

This EOI will lead to presentations and costing proposals from eligible respondents from the EOIs submitted.

4 GENERAL RESPONDENT OBLIGATIONS

- 4.1 The Respondent(s) shall be fully responsible to ELIDZ for the acts and omissions of persons directly or indirectly employed by them.
- 4.2 The Respondent (s) must comply with the requirements stated in this EOI.

5 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.

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.

6 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.

7 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit an EOI response must be in possession of this document, the 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.

8 AUTHORITY OF SIGNATORY

- 8.1 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.

- 8.2 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.
- 8.3 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.

9 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.

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 EVALUATION REQUIREMENTS FOR EOI

ELIDZ STP is looking to provide funding assistance to early-stage technology start-ups, innovators, entrepreneurs and small enterprises. Respondents expressing an interest to participate in this EOI stage must qualify in terms of the minimum predetermined requirements, as set out below:

2.1 MINIMUM ELIGIBILITY CRITERIA (pre-qualification criteria)

The following minimum eligibility criteria is a requirement for the submission of an EOI:

- Registered entities,
- Be an SMME based in the Eastern Cape, preference will be given to Buffalo City Municipality,
- The technology or the design must be at pre-revenue stage of development,
- Potential to create competitive new IP,
- A prototype that aligns with the ELIDZ focus sectors.

2.1.1 Exclusions

- Proposals/submissions from entities located outside the Eastern Cape will not be considered.
- SMMEs/Innovators who have been funded before by the ELIDZ will not be considered.
- Proposals/submissions without a completed ELIDZ Procurement Handbook

2.2 TECHNICAL CRITERIA (FUNCTIONALITY EVALUATION)

- Only proposals that achieve a minimum qualification score of 70% in the Functionality Evaluation matrix below.
- Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated,
- The developer 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.

3 TECHNICAL CRITERIA

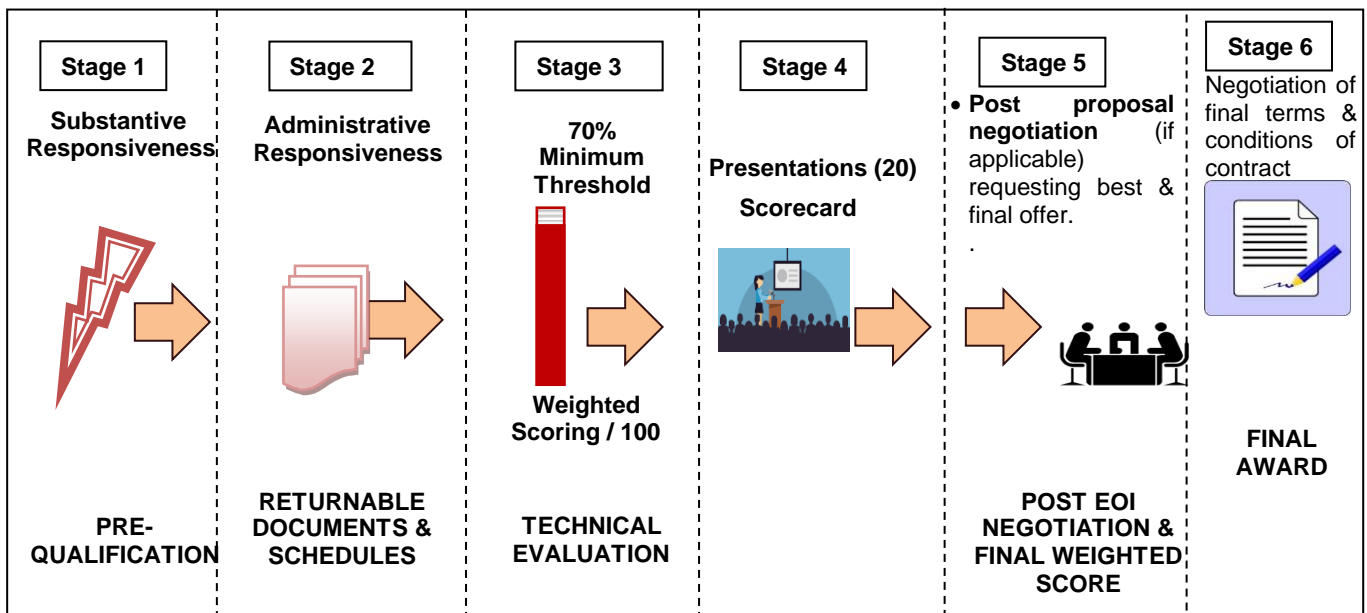
- FUNCTIONALITY EVALUATION MATRIX

EVALUATION CRITERIA	POINTS	Returnable Documents
Locality	15	Proof of address
SMMEs/Innovators located in the BCMM	15	
SMMEs/Innovators located in the Eastern Cape	10	
Potential and Stage of Innovation	35	IP Certificate, Drawings to scale, prototype ready
Patentable Technology, Innovation drawings are ready for prototyping within STP existing resources with potential to generate new benefits through the application of this Innovation.	35	Provisional IP Certificate and 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 documents
Market research showing product/service marketability and applicability in the Eastern Cape	20	Market research documents
Market research showing product/service marketability and applicability in the East London	10	Market research documents
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	25	
Above 3 years < 5 years	10	
Below 3 years	5	
Above 1 years < 3 years	5	
Below 1 years	2	
Total Score	100	

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

4 VALUATION METHODOLOGY AND CRITERIA

During this EOI process, the 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 respondents have necessarily passed any previous stage(s).

4.1 SUMMARY OF PROPOSED EOI EVALUATION THRESHOLD AND WEIGHTINGS

EVALUATION CRITERIA	MINIMUM THRESHOLD [%]
Technical / functionality threshold	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 PRESENTATIONS AND ADJUDICATION REQUIREMENTS FOR FINAL CONSIDERATION

The Innovation Adjudication Committee shall ensure all Intellectual Property requirements are met by the submitting SMMEs.

The Presentation will be evaluated as follows:

EVALUATION

Rating 1 – 5

1 – Poor, 2 - Fair, 3 – Good, 4 – Very Good, 5 – Excellent.

EVALUATION CRITERIA	POINTS	POINTS	COMMENTS
Team	5		
Skills of the team members, knowledge of the industry/technology/experience? Are they capable of delivering?			
Market	5		
Need – What is the problem that your technology is trying to address? How big/urgent is the problem to the customer? What other alternative exist to solve the problem? Market size in terms of Rands?			
Innovation Concept	5		
Technology – What is the solution to the problem/ service offering? How does your technology work? What makes it better compared to what might exist in the market? What stage is your technology TRL?			
Intellectual Property and Budget	5		
Nature of IP (patent or trademark), ownership and registration status (is it protected)? Feasibility of the budget – does the budget seem realistic?			
Total Score	20		

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

Section 4: EXPRESSION OF INTEREST APPLICATION FORM

1 APPLICANT DETAILS

PROJECT TITLE:	
NAME OF APPLICANT:	
CITY/TOWN (Applicants Residence):	
COUNTRY OF BIRTH:	
EMAIL ADDRESS:	
TELEPHONE NUMBER (Land Line):	
MOBILE PHONE NUMBER:	

2 COMPANY DETAILS

COMPANY NAME:	
COMPANY ADDRESS:	
EMAIL ADDRESS:	
COMPANY REGISTRATION NUMBER:	
TELEPHONE NUMBER (Land Line):	
MOBILE PHONE NUMBER:	
TURNOVER IN THE LAST FINANCIAL YEAR:	
DOES YOUR PROJECT REQUIRE FUNDING TO PROGRESS TO THE NEXT PHASE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
BEE STATUS:	
BRIEF DESCRIPTION OF CORE BUSINESS:	

3 STRATEGIC ALIGNMENT

3.1 Select sector/s to which your project contributes:

<input type="checkbox"/>	Automotive	<input type="checkbox"/>	Renewable Energy
<input type="checkbox"/>	ICT	<input type="checkbox"/>	General Manufacturing
<input type="checkbox"/>	Aquaculture	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Agro-Processing (Incl. Pharmaceuticals)		

3.2 Does your project require funding? Identify the activity/ies for which funding is sought:

<input type="checkbox"/>	Initial proof of concept	<input type="checkbox"/>	Prototype development (3D model product development)
<input type="checkbox"/>	Business Plan Development	<input type="checkbox"/>	Detailed primary market research
<input type="checkbox"/>	Intellectual Property Development	<input type="checkbox"/>	Incubation support
<input type="checkbox"/>	Certification services support	<input type="checkbox"/>	

4 PROJECT INFORMATION

4.1 Project Description

Briefly describe the project. What is the overall/core purpose of the project?

4.2 Problem Statement or Market Need and Solution

State the problem that you are addressing and discuss the market need that you are addressing?

Describe the technology (product/process/service) that either has or still to be developed as a solution to

Respondent's Signature

Date and Company Stamp

the identified problem/market need.

At what stage of development is your project (e.g. idea, prototype)?

Attach a brief summary of preliminary results and pictures of prototypes where applicable.

In the event that you have undertaken some analysis of competing solutions to the stated problem, provide a list of competitors with the same or similar offering to yours.

Explain how your solution may be better than similar offerings. List the differentiating innovative features.

Detail the geographical scope of your innovative project. Is your project an innovative concept to the Province, country or internationally?

4.3 Intellectual Property

Do you have patents or other IP protection in place that pertains to the project? If so, who owns the IP and what does the patent/IP protection cover? (Attach Proof).

How will the IP be used in this project? If the applicant does not own the IP, provide permission to use the IP.

Briefly describe potential IP that is likely to be developed in this project.

What do you see as the most difficult aspect for competitors to copy in your offering?

4.4 Project Plan

(Activities should bring you closer to achieving your goals and could entail a combination of technical and business development activities).

What is the applicant going to commit to the execution of the project and reaching the planned deliverables?

How has your project been funded? Provide information on prior funding received for this project (funder's name, amount received, amount expended, and aspect of project funded).

Have you recently approached other potential business partners/funders for financial support? Please provide details of responses.

If so, what is the status of your application? Please attach a brief summary on work already conducted on this project.

4.5 Commercialisation

What further activities (beyond the activities listed in section 4.4. would be required before commercialising your Innovation?

Briefly describe your intended commercialisation strategy.

How do you plan to get your offering to the market e.g. Do you plan to license the innovation to another company or manufacture and sell yourself?

4.6 Project Risks

List any technical and/or commercial risks pertaining to the project and state how these risks will be mitigated.

5 TEAM

List the key members of the team involved in the project (Names and Surname with ID No's and copies)

Provide their qualifying attributes and years of experience in that particular field (Attach profiles of team members).

If part of a consortium, list external partners and role/contribution to project (Attach applicable proof of Memorandums of Agreement/Understanding)

1 PROJECT INFORMATION

Respondent's Signature

Date and Company Stamp

6 CONFIDENTIALITY

6.1. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

- i. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
- ii. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
- iii. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
- iv. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
- v. Due and reasonable care of the bidder's personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
- vi. At all times strictly comply with its obligations under Data Protection Legislation.
- vii. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
- viii. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
- ix. It shall implement and maintain, at its cost and expense, appropriate, reasonable, technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

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.

Respondent's Signature

Date and Company Stamp

6.2. 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 • Declaration of the Innovation’s stage of development • Latest Company Audited Financial Statements or DTI Affidavit indicating turnover and BBBEE Level. Preference to be given to SMMEs with the lowest turnover • Innovation product drawings • 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 or Provisional 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 with verifiable references)		
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	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 with verifiable references)		
Stage of the Prototype (IP Certificate, Drawings/sketches)		

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 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 _____ 2022

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