

EXPRESSIONS OF INTEREST [EOI]



ELIDZ is requesting submissions from parties interested in registering on the entity's database for Training Provider Services

Expression of interest for database registration for Training Service Provider

EOI NUMBER:	2022 – EOI – STP- 010
ISSUE DATE:	02 September 2022
CLOSING DATE:	23 September 2022
CLOSING TIME:	12:00

SCHEDULE OF CONTENTS

Section No	Page
Contents	
Section 1: NOTICE TO RESPONDENTS	3
1 EXPRESSION OF INTEREST [EOI]	3
2 RESPONSE SUBMISSION	3
3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS	4
4 COMMUNICATION	4
5 CONFIDENTIALITY	5
6 INSTRUCTIONS FOR COMPLETION OF EOI	5
7 STATUS OF THIS EOI AND SUBSEQUENT PROCESS	5
8 DISCLAIMERS	5
9 TAX COMPLIANCE	6
10 PROTECTION OF PERSONAL DATA	6
Section 2: EOI SCOPE OF REQUIREMENTS	7
6 INTRODUCTION	7
7 BACKGROUND	7
8 SCOPE OF THE EOI	8
9 GENERAL RESPONDENT OBLIGATIONS	9
10 CONFIDENTIALITY AND COMPLIANCE	9
11 UNDERTAKINGS BY RESPONDENT	9
12 COSTS TO RESPOND TO THE EOI	9
13 AUTHORITY OF SIGNATORY	9
14 UNDERTAKING BY ELIDZ	10
10 EOI SELECTION CRITERIA	10
11 PROCESS AND CRITERIA USED IN EVALUATION OF EOP RESPONSES	11
12 MINIMUM ELIGIBILITY CRITERIA (pre-qualification criteria)	12
13 Exclusions	13
14 TECHNICAL CRITERIA (FUNCTIONALITY EVALUATION)	13
Section 3: EXPRESSION OF INTEREST	14
1 TECHNICAL CRITERIA	16
a. SUMMARY OF PROPOSED EOI EVALUATION THRESHOLD AND WEIGHTINGS	17
2 CONFIDENTIALITY	18
2.1 POPIA	18
2.2 RETURNABLE DOCUMENTS	19

**EOI for the Training Provider Database
for ELIDZ SOC**

Section 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ will only approach those approved entities, which have completed and submitted an EOI to ELIDZ through this procurement process. The subsequent Expression [EOI] if and when this is issued by ELIDZ will only be limited 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 15 September 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 23 September 2022**;
- EOI proposals must be submitted in duplicate copies [1 original and 1 copy] and must be bound.
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- Tender documents are to be correctly submitted via the online link: <https://tenderportal.elidz.co.za>
- 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;
- 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,

Service Providers wishing to tender must be registered on the CSD database and must provide proof of registration

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. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, **23 September 2022**. Only PDF documents must be uploaded with a maximum size limit of 2GB per file.

Hard copy document submission will not be considered

3 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).

4 COMMUNICATION

For specific queries relating to this EOI, an email should be submitted to Anathi Mzantsi at any time before **12:00 on 15 September 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.

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.

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.

5 CONFIDENTIALITY

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.

6 INSTRUCTIONS FOR COMPLETION OF EOI

EOI proposals must only be submitted online at the following link: <https://tenderportal.elidz.co.za>

All returnable documents listed in the expression of interest [section 3] in this EOI must be uploaded online with your submission.

The person or persons signing the submission must be legally authorized by the respondent to do so.

7 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

It is envisaged that Respondents to this EOI will be subjected to 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.

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

This Expression of Interest is for database registration only; no business will be awarded through this process.

8 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) Utilize any information provided to it in response to this EOI to draft the scope of requirements for inclusion in a proposal;
- 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 participants based on ELIDZ's criteria;
- e) change the dates of adjudication and submission;
- f) not invite EOI respondents for further participation in the EOI 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 proposal, 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 proposal 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.

9 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 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.

10 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 Registration on Training Provider Database for ELIDZ SOC

Section 2: EOI SCOPE OF REQUIREMENTS

6 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.

The ELIDZ aims to bolster technology-led innovations and industrial modernization. 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 utilization of industrial development and innovation.

Furthermore, ELIDZ's SMMEs development interventions are aligned to Provincial Growth and Development Strategy and drive economic transformation and job creation. ELIDZ has established a Science and Technology Park (STP) within its business to contribute towards increasing the competitive and comparative advantages of the zone as an investment destination through the utilization of innovation. The STP supports research, innovation, and technology development, thus, enhancing the fourth industrial revolution (4IR) initiatives in the Eastern Cape Province, while at the same time supporting the development of entrepreneurs in various industries within the ELIDZ and Eastern Cape Province at large.

7 BACKGROUND

The STP is seeking suitable and highly qualified training providers to train and provide unemployed beneficiaries with workplace and theoretical experience through an apprenticeship program to respond to this Expression of Interest-EOI,

The ELIDZ seeks to partner with the UIF to fund training programs which aim to deliver customized apprenticeship programs focusing in three categories, namely **Electrical, Millwright** and **Motor Mechanic**.

The training provider database is aimed to support the ELIDZ-STP in implementing and facilitating an **apprenticeship program**. The ELIDZ-STP has identified a need to call on training providers with a specific focus on four of the six sectors that the ELIDZ is driving. These sectors are as follows:

- a) Automotive
- b) Advanced Manufacturing
- c) Renewable Energy, and
- d) ICT & Electronics
- e) General manufacturing.

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

The ideal outcome of undertaking this project is for the ELIDZ-STP to ultimately ensure social security for the unemployed youth in the region. Proposals are to be submitted by potential partners indicating the training interventions and workplace readiness programs to be offered in terms of the apprenticeship. The program will train 42 learners for the duration of two (2) years.

All learners are based in BCMM region between the ages of 18 to 35.

Accredited training/learnership programmes should be submitted with EOI.

The service providers that achieved the 70% threshold will be expected to present the intended training/learnership programme.

8 SCOPE OF THE EOI

Expression of Interest is invited from suitably qualified and experienced service providers to be listed in the ELIDZ-STP prequalification database of training providers for use on future apprenticeship projects by the ELIDZ-STP.

For this pre-qualification, the ELIDZ is calling on training providers ideally in the following disciplines:

- Millwright
- Electrical
- Motor mechanic
- Mechatronics
- Robotics

The appointed service providers will be required for the following:

- To provide the selected unemployed ELIDZ program beneficiaries with theoretical and workplace training in accordance with the relevant apprenticeship/learnerships potential partners must indicate training interventions and workplace readiness programs to be offered in terms of apprenticeships, learnerships and artisanship. Apprenticeships are part of skills development training which aims to encourage the development of learners in line with labour market requirements in South Africa, they combine theory, practical work and workplace practice and obtain at the end listed trade through trade test and artisan certification of competence. The apprenticeship program will be on electrical, millwright and motor and 42 learners will be trained and will receive a stipend during the program for a duration of two years.
- To conduct monitoring and site visits at all learners' workplaces;
- To trade test the learners in accordance with tasks required for the relevant trade;
- To duly certify each apprentice/learner that successfully pass the trade test/assessment;
- Partner to facilitate the placement of at least 50% of all qualified learners for periods of between 6 and 12 months after the successful completion of the apprenticeship programme (A total of 7 out of every ten (10) learners to be placed in employment after qualification for periods of no less than 6 – 12 months).
- To provide skills or workplace opportunities as identified in different industries to unemployed UIF beneficiaries,
- A project management team that will be working on the project for the duration of the contract period. CV's to be included as part of the proposal must indicate the project management qualifications and project team experience in project management of similar nature.
- Appointed training provider must submit monthly reports to the ELIDZ and be available for monthly meetings when required
- Proof of accreditation for the programmes and proof accreditation of the training provider to be submitted before commencement of training.
- Workplace must be approved by relevant SETA for the on-job training.
- Administer trade tests
- Provision of certificates upon completion of the trade

The database will be valid for a period of two (2) years from the date of its approval.

9 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.

10 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.

11 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.

12 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.

13 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) authorizing 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) authorizing 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.

14 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.

10 EOI SELECTION CRITERIA

Technical Considerations

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

Period of Engagement

The ELIDZ intends to register successful companies on the ELIDZ-STP training provider database for a period of two (2) years. All service providers that achieved the 70% threshold will be requested to provide quotations to facilitate the training/apprenticeship program for the respective trades.

11 PROCESS AND CRITERIA USED IN EVALUATION OF EOI RESPONSES

The evaluation of this EOI will be in two phases:

- Phase 1: Determination of responsiveness of submission based on specified responsiveness criteria
- Phase 2: Evaluation based on submission information received

11.1 Phase 1

Respondents' submissions will be evaluated against the ELIDZ's EOI responsiveness criteria (compulsory documentation) as set out below. Failure to submit one or more of the compulsory documentations will lead to disqualification due to non-compliance.

Compulsory Documentation

- Company Registration Documents
- JV Participation Documentation (if applicable)
- Proof of Professional Registration of Company Resources
- Registration with CSD, MAAA number
- Completed ELIDZ Procurement Handbook (Annexure A)
- Accreditation of training/learnership/apprenticeship programmes
- Company Registration number
- Technical specifications

Supporting Documentation

- Reference letters/ letter of good standing duly stamped and signed indicating the "Project Type", completion date, and extent/value are required for each project referenced (Annexure C)
- Availability of expertise in each office - CV's including qualifications, and Professional Registration of individuals
- Valid Tax Clearance Certificate
- CSD Certificate
- Company Registration Document accompanied by Share Certificates where applicable
- Training/learnership programs accreditation and registrations
- Training Schedule
- Annual Project Plan
 - least three comparable contracts within the last five years relating to the appointment of a training provider to provide apprenticeship training or relevant programs.

- Training plan or how the entity implements the apprenticeship curriculum in the workplace and how assessments will be carried out for the apprentice to be deemed competent.

11.2 Phase 2

Functionality Evaluation Criteria (Refer to annexure B)

12 MINIMUM ELIGIBILITY CRITERIA

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

- Registered entities,
- Be an entity based in the Buffalo City Metropolitan Municipality, as learners are all based in this Municipality
- Be an entity with more than 10 years of experience with the skills development and training capacity, and operating in the ELIDZ focus sectors already mentioned in section 2 (Automotive, Advanced Manufacturing, Renewable Energy, and ICT & Electronics)
- Schedule of previous similar projects satisfactorily completed,

14 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,

**EOI for Registration on ELIDZ Database for Training Provider for ELIDZ SOC Ltd operating as
East London Industrial Development Zone**

Section 3: 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 authorized, hereby lodge an **Expression of Interest** in registering on ELIDZ Database
for Training Provider, 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 [cc] on whose behalf the EOI is submitted.

• Registration number of company / cc _____

• Registered name of company / cc _____

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Lower Chester Road, Sunnyridge, East London, 5201 | PO Box 5458, Greenfields, East London, 5208 | Republic of South Africa
Tel: +27 43 702 8200 | Fax: +27 43 702 8251 | www.elidz.co.za

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: _____

1 TECHNICAL CRITERIA

• FUNCTIONALITY EVALUATION MATRIX

EVALUATION CRITERIA	POINTS	Returnable Documents
Entities must submit indicated the provision of workplace exposure for Learnerships, Apprenticeships, Artisanship programmes, Recognition of prior learning and workplace readiness programmes.	30	Entity should describe their experience by providing at least three comparable contracts within the last five years relating to the appointment of a training provider to provide apprenticeship training or relevant programs. Training plan on how the entity implements the apprenticeship curriculum in the workplace and how assessments will be carried out for the apprentice to be deemed competent.
No mention of workplace exposure	0	
Workplace exposure indicated in the proposal	10	
Workplace exposure mentioned in the proposal backed by confirmation letter	15	
Workplace exposure mentioned in the proposal backed by confirmation letter key sector for employment (Automotive, Advanced, Manufacturing, Renewable Energy, and ICT & Electronics, General manufacturing	25	
Experience in coordinating and facilitating theoretical and workplace training in accordance with the relevant apprenticeship/learnership/skills programme training, experience in implementing such project	25	Company profile, proposal, and signed reference letters
Project Lead > 5 years	25	
Above 3 years < 5 years	15	
Below 3 years	5	
Above 1 years < 3 years	0	
Entities/institution must demonstrate their ability and readiness to implement the proposed program	20	Project Plan, Overview of training completed and current projects
No mention of capacity	0	
Infrastructure	20	
Resources	15	
Experience Level of Team	25	CV's of the Member/s (at least 2 CV's to contain a cover letter) allocated to the apprenticeship program, summary and description of current similar projects in the relevant industry.
No mention Project Lead	0	
Project lead indicated and CV attached	5	
Project lead indicated; CV attached with description successful projects	10	
A project team indicated with CV's attached with the successful previous projects implemented including testimonial letter.	20	
Total Score	100	

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

Area of competence	Tick
Automotive	
Advanced Manufacturing	
Renewable energy	
Information and Communication Technology	
Electronics	
Other (Please specify): _____	

a. 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

2 CONFIDENTIALITY

2.1 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 authorized 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 organizational measures to prevent loss of, damage to or unauthorized 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.

2.2 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.

Respondent's Signature

Date and Company Stamp

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 REQUIREMENTS- RETURNABLE DOCUMENTS	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 Company Registration Documents Company Profile BBBEE Certificate Compliance certificate/Letter of good standing Copy of accreditation as skills development service provider by QCTO Copy of accreditation as skills development service provider for trade VAT Registration Number CV's of all members with qualifications as proof of experience in the industry allocated the project 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. least three comparable contracts within the last five years relating to the appointment of a training provider to provide apprenticeship training or relevant programs. Training plan or how the entity implements the apprenticeship curriculum in the workplace and how assessments will be carried out for the apprentice to be deemed competent. 	

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